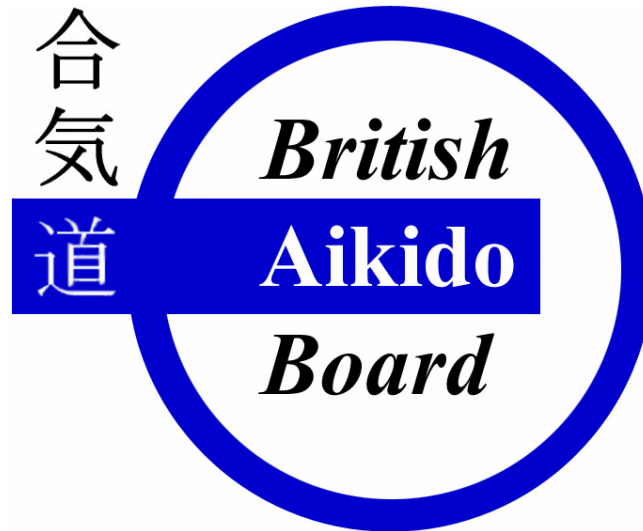


The British Aikido Board



Child Protection Policy

*Final Draft
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INTRODUCTION

Sport, and Aikido in particular, can provide an enormously positive influence for children and young people. Not only can it provide enjoyment and opportunities for achievement, it can be a valuable way to develop a variety of important life skills. These opportunities can only be safeguarded if kept in the safe hands of people who place the welfare of all young people first and adopt practices that support, protect and empower them. All organisations involved in activities for children have a moral and legal obligation to fulfil a duty of care for the children for whom they provide services.

Aikido organisations providing activities for minors are most probably taking all precautions and making every effort to ensure their safety and enjoyment. Sometimes however, there are people who work, or seek to work, in organisations providing services for children who may pose a risk to minors and who may harm them. This policy will help the British Aikido Board to take all reasonable steps to prevent this from happening. Furthermore, the British Aikido Board will require of all member Associations that provide services for people under the age of 18, the adoption and implementation of an adequate and compatible Child Protection Policy.

The British Aikido Board recognises its responsibility, that of its member Associations, and that of all adults who work directly or indirectly in the provision of Aikido for minors, to take all reasonable steps to ensure the safety and welfare of minors in their care. The British Aikido Board will promote the safeguards of good practice, and the professionalism of coaches and volunteers, whether paid or unpaid, through the implementation of this Policy.

Acknowledgement

The BAB acknowledges several organisations whose written Child Protection Policies, documents and websites have provided sources of ideas and wordings included in this policy: The NSPCC, Sports Coach UK, The Rugby Football Union & RFUW, The Rugby League, Andover RFC Youth Academy, The British Aikido Association, The British Judo Association, The Isshinkai Aikido Academy and Test Valley Borough Council.

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1. Legal and Procedural Framework

- 1.1. The British Aikido Board's approach to child protection is based on the principles recognised within UK and International legislation, common law (built up in case law over time) and Government and NSPCC guidance. The following has been taken into consideration:
 - 1.1.1. The Children Act 1989
 - 1.1.2. The UN Convention on the Rights of the Child 1989
 - 1.1.3. The Human Rights Act 1998
 - 1.1.4. The Data Protection Act 1998
 - 1.1.5. Common Law Duty of Confidence
 - 1.1.6. The Protection of Children Act 1999
 - 1.1.7. "Working Together to Safeguard Children" DOH 1999
 - 1.1.8. "Caring for the Young and Vulnerable"- Home Office Guidance for Preventing the Abuse of Trust 1999
 - 1.1.9. The Criminal Justice and Court Services Act 2000
 - 1.1.10. "Are you worried about the safety of a child?" NSPCC Leaflet 2002
 - 1.1.11. "What to do if you are worried a child may be being abused" - DOH 2003.
 - 1.1.12. "Standards (9) for Safeguarding and Protecting Children in Sport" - NSPCC, Child Protection in Sport Unit 2003
 - 1.1.13. Common Law Duty of Care
 - 1.1.14. The Children Act 2004
 - 1.1.15. Time to listen - Reader NSPCC 2004

2. Policy Statement

- 2.1. It is the aim of the British Aikido Board that all young people should enjoy Aikido in a safe enjoyable setting. The British Aikido Board is aware of the need to ensure that all Associations, clubs and individuals who provide young people with the opportunity to practice Aikido, are aware of their responsibilities.
- 2.2. Good practice will involve an ongoing process of consideration and review, working together and looking at all aspects of provision for children, so as to be well prepared to:
 - 2.2.1. Ensure the safety and enjoyment of all children and young people in the Aikido setting, as well as promote and preserve their opportunity within Aikido for healthy personal development (e.g. physical, emotional, cognitive, psychological and social development)
 - 2.2.2. Ensure that children and young people attending Aikido who experience abuse of any kind, within or outside the Aikido setting, are responded to appropriately, that any concerns about the welfare of children attending Aikido are acted upon appropriately and not ignored, and that the full legal and moral responsibilities that accompany working with children are understood and fulfilled by adults working within the Aikido setting
 - 2.2.3. Ensure that adults working within the Aikido setting are not placed in situations where allegations against them could be made
- 2.3. The welfare of all young people is paramount.
- 2.4. The British Aikido Board's Child Protection Policy and Regulations will be mandatory for all member Associations providing services for people under the age of 18 in accordance with BAB Constitution and Bylaws (Const. 3a, Bylaw 9d)

3. Key Principles

- 3.1. In the pursuit of good practice in the delivery and management of Aikido, this policy recognises a young person as being under the age of 18 years (Children's Act 1989 definition). Anyone under the age of 18 should therefore be considered a minor and a subject of the purposes of this document.
- 3.2. The welfare of all young people is paramount.
- 3.3. An adult has a moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision
- 3.4. All young people, whatever their age, gender, culture, ability, language, religious beliefs, racial origin, and/or sexual identity should be able to enjoy Aikido, safe from abuse of any kind.
- 3.5. It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility in Aikido to report any concerns.
- 3.6. All suspicions and allegations of abuse, incidents of poor practice or suspicions of poor practice will be taken seriously and responded to swiftly and appropriately.

- 3.7. Appropriate documentation, training and support will be made available to Associations, clubs, Academies and teachers to ensure that they are able to implement British Aikido Board policy.
- 3.8. Individuals working with young people will be made aware of good practice in order to ensure that they are not placed in situations where allegations could be made.
- 3.9. Working in partnership with parents/carers is essential for the protection of young people.
- 3.10. The British Aikido Board recognises the statutory responsibilities of Social Services departments and the Police to ensure the welfare of young people and is committed to complying with Local Area Child Protection Committee procedures.
- 3.11. Confidentiality should be upheld in line with the Data Protection Act 1988 and the Human Rights Act 2000.

4. This policy outlines the following key areas:

- 4.1. It recognises the responsibility of all those involved in Aikido (professional and volunteers) to safeguard and promote the interests and well being of the children and young people with whom they are working;
- 4.2. It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people;
- 4.3. It emphasises the value of working closely in partnership with other coaches, parents, professionals and volunteers to protect children and young people from harm and discrimination;
- 4.4. It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young people, coaches and all others working within Aikido.

5. Good Practice

5.1. **All young people under the age of 18 should:**

- 5.1.1. Be allowed access to Aikido in a way that is appropriate for their age, physical development and ability
- 5.1.2. Be coached and trained by appropriately qualified and insured staff
- 5.1.3. Not be required to train, practice or compete to a degree or in a way that may become a threat to their well being
- 5.1.4. Not be subjected to pain-compliance techniques or against-the-joint techniques such that may become a threat to their well being and development
- 5.1.5. Not be subjected to verbal or racial abuse from any source, especially from coaches, helpers or spectators, including references to height, weight etc.
- 5.1.6. Not be subjected to bullying or undue pressure from any source
- 5.1.7. Be encouraged to achieve their full potential at all levels
- 5.1.8. Be instructed on how to behave, both on and off the mat

5.1.9. At appropriate times, be encouraged to express their views and concerns concerning the activities they participate in, and their provision

5.2. Associations, Clubs and Principal Coaches should ensure that:

5.2.1. Adults are aware of their responsibilities when working with young people

5.2.2. There is a Child Protection Policy with an implementation and monitoring programme

5.2.3. The adopted Child Protection Policy is publicised to show the organisation's commitment to providing a safe environment

5.2.4. A designated officer (Child Protection Officer) is appointed with representation on relevant committees

5.2.5. Procedures are in place to deal with complaints or concerns

5.2.6. Training opportunities are provided for adults who work with young people

5.2.7. There are Codes of Conduct and Codes of Practice in place and that all coaches sign up to the relevant codes

5.2.8. Parents/carers are aware of what the organisation and coaches are doing and also of the correct procedures to express any concerns they may have

5.2.9. There is an Equity Policy and that all discrimination is challenged and prohibited

5.2.10. All adults who supervise young people undertake a CRB disclosure

5.2.11. Guidelines are in place to control and monitor the use of photographic images of children

5.2.12. A policy on bullying is developed and promoted

5.2.13. Coaches are monitored and provided with feedback with particular reference to poor practice

5.2.14. Children and young people have access to appropriate opportunities to express their views and concerns about the activities they participate in

5.3. All coaches, helpers, volunteers and administrators dealing directly or indirectly with young people should be encouraged to demonstrate exemplary behaviour, thereby protecting themselves from allegations. They should:

5.3.1. Always work in an open environment (e.g. avoiding private or unobserved situations) and encourage an open environment (e.g. no secrets)

5.3.2. Treat all young people equally, and with respect and dignity

5.3.3. Always put the welfare of each young person first, before winning or achieving goals - recognising their developmental needs and capacity - avoiding excessive training or competition and not pushing them against their will

5.3.4. Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process

5.3.5. Make Aikido fun, enjoyable and promote fair play, e.g. giving enthusiastic and constructive feedback rather than negative criticism

- 5.3.6. Keep up to date with the technical and coaching skills, qualifications and insurance in Aikido. Coaches should only work within the limitations of their knowledge and qualifications.
- 5.3.7. Coaches must ensure that the activities they direct or advocate are appropriate to the age, maturity and ability of the children and young people entrusted to their care.
- 5.3.8. Ensure that any form of manual/physical support is provided openly. In Aikido, in order to teach or coach certain techniques effectively, it is sometimes necessary to make physical contact with the child or young person. Parents and young people should be made aware of this when they join the class. Their views should always be carefully considered and the young people themselves should always be consulted and their agreement gained.
- 5.3.9. Ensure that any physical contact is unambiguously non-sexual, in other words, would not normally be construed as sexual by a reasonable observer. Some forms of contact may be wholly appropriate in specific circumstances, such as cuddling a child or young person if they are hurt or distressed, however care must be taken to ensure that such forms of contact are made appropriately.
- 5.3.10. Being an excellent role model - for example, not smoking or drinking alcohol in the company of young people and promoting a healthy diet
- 5.3.11. Maintain a safe and appropriate distance with young Aikidoka (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them)
- 5.3.12. Ensure that if mixed groups are taken to a course or event away from home, they should always be accompanied by a male and female member of staff. (N.B. However, same gender abuse can also occur)
- 5.3.13. Ensure that at residential courses, events or tournaments, adults should not enter children's rooms or invite children into their rooms. If an adult is working in a supervisory capacity, they should only enter children's rooms when accompanied by another adult
- 5.3.14. Secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- 5.3.15. Keep a written record of any injury that occurs, along with the details of any treatment given. Where staff witness an injury this must be reported to the parents at the first opportunity
- 5.3.16. Request written parental consent if club officials are required to transport young people in their cars and check that they have the appropriate driving licence and insurance cover to do so. Unless these have been checked, club officials may be under the impression they are covered when this may not be the case.
- 5.3.17. If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:
 - 5.3.17.1. If you accidentally hurt a young Aikidoka
 - 5.3.17.2. If he/she seems distressed in any manner

5.3.17.3. If a young person appears to be sexually aroused by your actions

5.3.17.4. If a young person misunderstands or misinterprets something you have done.

5.4. Coaching Ratios:

5.4.1. It is recognised that coaching styles within Aikido vary from Association to Association and from coach to coach, however, it is recommended that, when working with groups of children, the ideal coaching ratio is one coach for every 8-12 children.

5.4.2. However, even with a group of less than 12 children, coaches should never work alone with a group of children. They should ensure that they are assisted at all times by at least one other adult, preferably another qualified coach but failing that, an assistant coach or parent/volunteer helper.

5.4.3. Consideration should be given to circumstances that might arise such as; if there is an accident or an incident to a young person or member of staff, there should be enough members of staff remaining or available to supervise the group (without being put in the position of being left alone with the group).

5.4.4. At least two adults should remain present at the end of sessions until all children have been collected. They should ensure that each child is collected by the appropriate person (parents/guardians or persons authorised by them).

5.5. Late collection:

5.5.1. These can present clubs/coaches with difficult situations and the club or senior coach should develop guidelines for dealing with this and issue these to parents.

5.5.2. This should cover the club policy for dealing with late collections and a contact number for parents during an activity that can be used to inform the club of late collection.

5.5.3. Parents should also be asked to provide an alternative contact name/number. Parents should be informed it is not the responsibility of the club to transport young people in the event of them being detained.

5.5.4. All staff/volunteers in a club should be informed they should:

5.5.4.1. Attempt to contact the parent in the event of late collection

5.5.4.2. Check the club contact number for any information regarding the young person

5.5.4.3. Contact the alternative contact name/number

5.5.4.4. Wait with the young person at the sport facility with wherever possible other staff/volunteers or parents

5.5.4.5. Remind parents of the policy relating to late collection.

5.5.5. Staff/volunteers should not

5.5.5.1. Take the child home or to any other location

5.5.5.2. Ask the child to wait in a vehicle or sport facility with you alone

5.5.5.3. Send the child home with another person without parental permission.

5.6. Changing rooms:

- 5.6.1. If groups have to be supervised in changing rooms, always ensure parents/helpers/coaches/officials work in pairs and that gender is appropriate. Staff working with children or young people of different gender should not be present in the changing room when they are changing or showering.
- 5.6.2. Separate male and female facilities should be made available. Ideally, young people should not have to change at the same time or in the same place as adults.
- 5.6.3. Adult staff should not change or shower at the same time using the same facility as young Aikidoka
- 5.6.4. No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities etc.
- 5.6.5. If your club has people with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
- 5.6.6. **N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the young person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

5.7. Treatment of young people

- 5.7.1. Prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate
- 5.7.2. It is recommended that all treatment procedures are explained fully to the young person and **verbal consent** is given before they are carried out.
- 5.7.3. It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed
- 5.7.4. It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents of the young person should be invited to attend
- 5.7.5. It is recommended that in the absence of a parent a suitable adult acting as a chaperone should be present
- 5.7.6. It is important to maintain medical confidentiality and patient dignity at all times

5.8. Photography and Video

- 5.8.1. 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.

5.8.2. It is advisable that all clubs adhere to the appropriate guidelines detailed in Appendix A.

5.9. Relationships of Trust - Code of Conduct

5.9.1. The relationships between coaches/teachers/assistant-coaches/helpers and students/young-people/children in the Aikido setting are "Relationships of Trust".

5.9.2. The term, "Relationship of Trust" is used to describe the unequal relationship that exists between people of different status in particular circumstances, as a result of which one of the parties could be seen as being vulnerable, such as doctor/patient, teacher/pupil, coach/athlete.

5.9.3. The inequality of a relationship in which one party has significantly greater power or influence over the other is such that it would be inappropriate to form an intimate or sexual relationship while continuing the relationship of trust.

5.9.4. The power and influence that an older or senior member has over someone attending a group or activity must not be under-estimated. If there is an additional ranking or competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased.

5.9.5. Although young people of 16 or 17 can legally consent to some types of sexual activity, they may still be relatively immature emotionally. In many areas of the law, for example the right to vote or the provisions of the Children Act 1989, they are still classed as children.

5.9.6. The potential inequality of a relationship of trust can be seen as undermining the ability of the individual being looked after to give free consent. This aspect of the relationship can continue to be a significant factor into adulthood and it should be remembered that any sexual activity that is not freely consented to is criminal.

5.9.7. It should, however, be recognised that genuine relationships do occur between the different levels of participants in a group. In such a situation the effects of an unequal relationship on either person may not be something either party is aware of, or sets out to exploit, however, coercive sexual relationships, or sexual relationships where a party is unable fully to give free consent, should not be allowed, even unintentionally, to develop. The inequality at the heart of a relationship of trust should be ended before any sexual relationship develops.

5.9.8. In certain circumstances, engaging in an intimate or inappropriate relationship with a young person is an "abuse of trust" and a criminal offence (Sexual Offences Amendment Act 2000 - UK wide).

5.9.9. Sexual relationships with a child below the age of consent are never acceptable under any circumstances.

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

5.9.11. The principles of "Relationships of Trust" apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. The principles of "Relationships of Trust" apply equally to all without regard to gender, race, religion, sexual orientation or disability.

6. Poor Practice

- 6.1. Sometimes, the practices or behaviour of coaches, volunteers or officials, can give rise to concern for the welfare of children or young people in their care, even though no harm to them is intended and the behaviour or practices are in themselves not abuse. Poor practices can invite misinterpretation of motives and result in accusations and investigations. They occupy the ground between good practice and abuse and all necessary care should be taken by those providing services to clearly understand the distinctions between what constitutes good practice, poor practice and abuse.
- 6.2. In the application of this Policy, poor practice includes any behaviour of a child protection nature that contravenes the BAB Coaches' Code of Conduct, infringes an individuals' rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in Aikido and will be treated seriously and appropriate actions taken
- 6.3. If, however, concerns arise about possible abuse of a child or children, it is not the responsibility of people working in Aikido to decide if those concerns are due to poor practice or abuse, regardless of whether those concerns are due to something happening in or outside the Aikido setting. The Children Act 1989 made it the responsibility of local authorities (i.e. social services) and the Police to investigate concerns and take appropriate action putting the welfare of the child first. If such concerns arise, people working in Aikido should not jump to conclusions or attempt to investigate but follow the procedures as laid down in this document.
- 6.4. **Practice never to be sanctioned.** You should never:
 - 6.4.1. Spend time alone with young people away from others
 - 6.4.2. Take young people to your home where they will be alone with you.
 - 6.4.3. Except in an emergency, take a young person alone in your car. Even in an emergency, if at all possible, a second suitable adult should accompany you.
 - 6.4.4. Take such action without the full knowledge and consent of someone in charge at the club or the young person's parents or without fully recording the incident.
 - 6.4.5. Leave a young person alone or alone with another coach, volunteer or official if a parent or authorised person fails to arrive to pick a young person up at the end of a session. More than one adult should wait with them for a period of time on which parents have been consulted before taking agreed appropriate action.
 - 6.4.6. Engage (join in) in horseplay, or rough, physical or potentially sexually provocative games
 - 6.4.7. Share a room with a young person unless you are the parent/guardian of that young person
 - 6.4.8. Allow or engage in any form of inappropriate touching
 - 6.4.9. Allow young people to use inappropriate language unchallenged
 - 6.4.10. Make sexually suggestive comments to a young person, even in fun
 - 6.4.11. Reduce a young person to tears as a form of *control*

- 6.4.12. Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- 6.4.13. Do things of a personal nature for young people or disabled adults that they can do for themselves unless you have been requested to do so by the parents/carer. *(Please note that it is recognised that some young people will always need help with things such as lace tying, adjustment of belts, etc.);*
- 6.4.14. Invite or allow young people to stay with you at your home unsupervised.
- 6.4.15. Depart the class venue until the safe dispersal of all young people is complete;
- 6.4.16. Cause an individual to lose self-esteem by embarrassing, humiliating or undermining him/her;
- 6.4.17. Treat some young people more favourably than others;
- 6.4.18. Agree to meet a young person on your own on a one-to-one basis.

7. Abuse

The four main types of abuse are:

7.1. **Emotional Abuse**

- 7.1.1. This occurs when individuals persistently fail to show young people due care, love or affection, where a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. There may also be over protection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous. Some level of emotional abuse is involved in all types of ill treatment of a young person.
- 7.1.2. In an Aikido setting, emotional abuse may occur when coaches:
 - 7.1.2.1. Provide repeated negative feedback
 - 7.1.2.2. Repeatedly ignore a young person's efforts to progress
 - 7.1.2.3. Repeatedly demand performance levels above those of which the young person is capable
 - 7.1.2.4. Repeatedly withdraw love, attention or approval as a means of motivating a young person to conform or meet expectations
 - 7.1.2.5. Over-emphasise the winning ethic or an ethic of success.

7.2. **Abuse by Neglect**

- 7.2.1. This occurs when a young person's essential needs for food, warmth and care fail to be met. Failing to or refusing to provide love and affection could also be deemed as neglect.
- 7.2.2. In an Aikido setting, neglect may occur when:
 - 7.2.2.1. Young people are left alone without proper supervision

7.2.2.2. A young person is exposed to unnecessary heat or cold without fluids or protection

7.2.2.3. A young person is exposed to an unacceptable risk of injury.

7.3. **Physical Abuse**

7.3.1. This occurs when individuals, including some young people, deliberately inflict injuries on a child, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when individuals give young people alcohol, or inappropriate drugs, or fail to supervise their access to these substances.

7.3.2. In an Aikido setting, physical abuse may occur when:

7.3.2.1. Coaches, helpers or officials expose young people to exercise/training which disregards the capacity of the players immature and growing body;

7.3.2.2. Coaches, helpers or officials expose young people to overplaying, over training or fatigue;

7.3.2.3. Coaches, helpers or officials expose young people to alcohol, or give them the opportunity to drink alcohol below the legal age;

7.3.2.4. Coaches, helpers or officials expose young people to performance enhancing drugs and recommend that they take them.⁸

7.4. **Sexual Abuse**

7.4.1. This occurs when girls and boys are used by adults or other children, both male and female, to meet their own sexual needs. Examples include forcing a child to take part in sexual activity such as sexual intercourse, masturbation, or oral sex. Showing children pornographic material or making suggestions or implying that sexual favours can help (or refusal hinder) a sporting career.

7.4.2. In an Aikido setting, sexual abuse may occur when the close proximity of coaches and others to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

7.5. **Confronting "Abuse"**

7.5.1. "Abuse" is a powerful and emotive term. There is a tendency to think the worst when we hear it used and this can result in an unhelpful, overly simplistic way of looking at "Child Protection". Not all abuse is sexual, or even physical. The term in fact covers a spectrum of behaviour, all of which is harmful, but varying in degree. It is important, particularly for coaches, to recognise how fine the line between poor practice and abuse can be, and how, in a changing society, practices that were in the past considered good by some, could now be widely considered abusive. Being mindful of this, coaches will recognise the need to work positively and continually toward "best practice".

7.5.2. In order to provide young people with the best possible experiences and opportunities in Aikido, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures that Aikido makes a positive contribution to the development of young people and

- safeguards their welfare, but also protects all personnel from false allegations of abuse or poor practice.
- 7.5.3. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document.
- 7.5.4. When a young person enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the young person's self esteem. In such instances the club must work with the appropriate agencies to ensure the young person receives the required support.
- 7.5.5. If we do encounter instances or allegations of sexual or physical abuse the experience can generate strong emotions. It is important to understand these feelings and not allow them to interfere with our judgement about any action to take. In such a situation it is crucial to follow procedures and guidelines as laid down in this policy.
- 7.5.6. It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of employees or volunteers in Aikido to determine whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a young person.
- 7.6. Recognising the signs of Abuse**
- 7.6.1. It is not the responsibility of those working in Aikido to decide that child abuse is occurring but it is their responsibility to be vigilant and to act on any concerns.
- 7.6.2. Indications that a young person may be being abused include the following:
- 7.6.2.1. Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- 7.6.2.2. An injury for which the explanation seems inconsistent
- 7.6.2.3. The young person describes what appears to be an abusive act involving him/her
- 7.6.2.4. Someone else (a young person or adult) expresses concern about the welfare of another young person
- 7.6.2.5. Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- 7.6.2.6. Inappropriate sexual awareness
- 7.6.2.7. Engaging in sexually explicit behaviour
- 7.6.2.8. Distrust of adults, particularly those with whom a close relationship would normally be expected
- 7.6.2.9. Has difficulty in making friends
- 7.6.2.10. Is prevented from socialising with other young people

- 7.6.2.11. Displays variations in eating patterns including overeating or loss of appetite
- 7.6.2.12. Loses weight for no apparent reason
- 7.6.2.13. Becomes increasingly dirty or unkempt.
- 7.6.3. It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parents will help to identify any concerns that a young person may be experiencing, e.g. family bereavement.

8. Responding to Disclosure, Concerns and Allegations

8.1. **How to Respond to a disclosure from A Young Person**

- 8.1.1. If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them (this is termed a 'disclosure'), the person receiving information should:
 - 8.1.1.1. React calmly so as not to frighten or deter the young person
 - 8.1.1.2. Tell the young person he/she is not to blame and that he/she was right to tell
 - 8.1.1.3. Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language
 - 8.1.1.4. Keep any questions to the absolute minimum needed to ensure a clear and accurate understanding of what has been said
 - 8.1.1.5. Reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
 - 8.1.1.6. Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111

8.2. **Actions to avoid:** The person receiving the disclosure should **not**:

- 8.2.1. Panic
- 8.2.2. Allow their shock or distaste to show
- 8.2.3. Ask questions other than to clarify that they have enough information to act
- 8.2.4. Speculate or make assumptions
- 8.2.5. Make negative comments about the alleged abuser
- 8.2.6. Approach the alleged abuser
- 8.2.7. Make promises or agree to keep secrets.

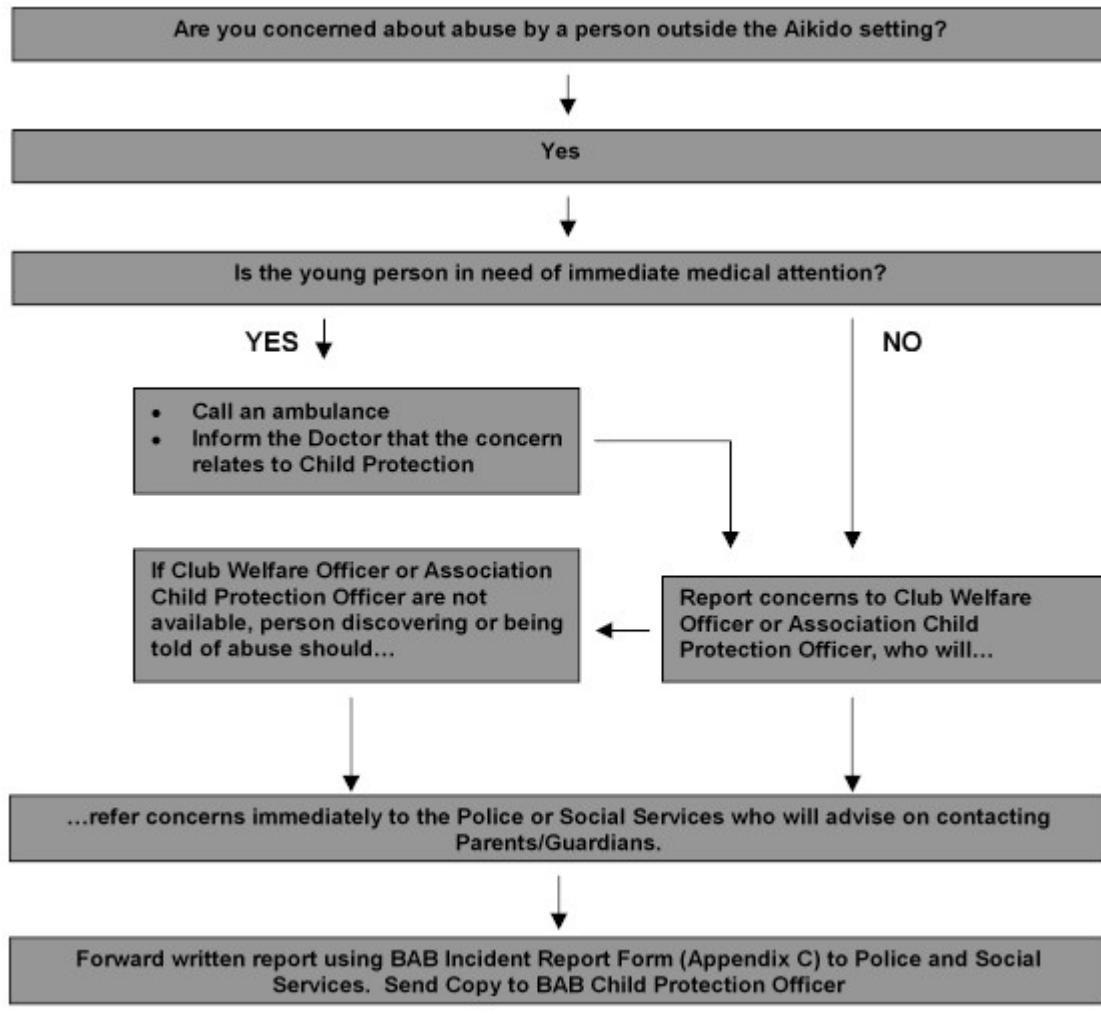
- 8.3. **N.B.** It may not be that all young players are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young person,



record what has been observed in detail and follow the procedures to report these concerns, as detailed below:

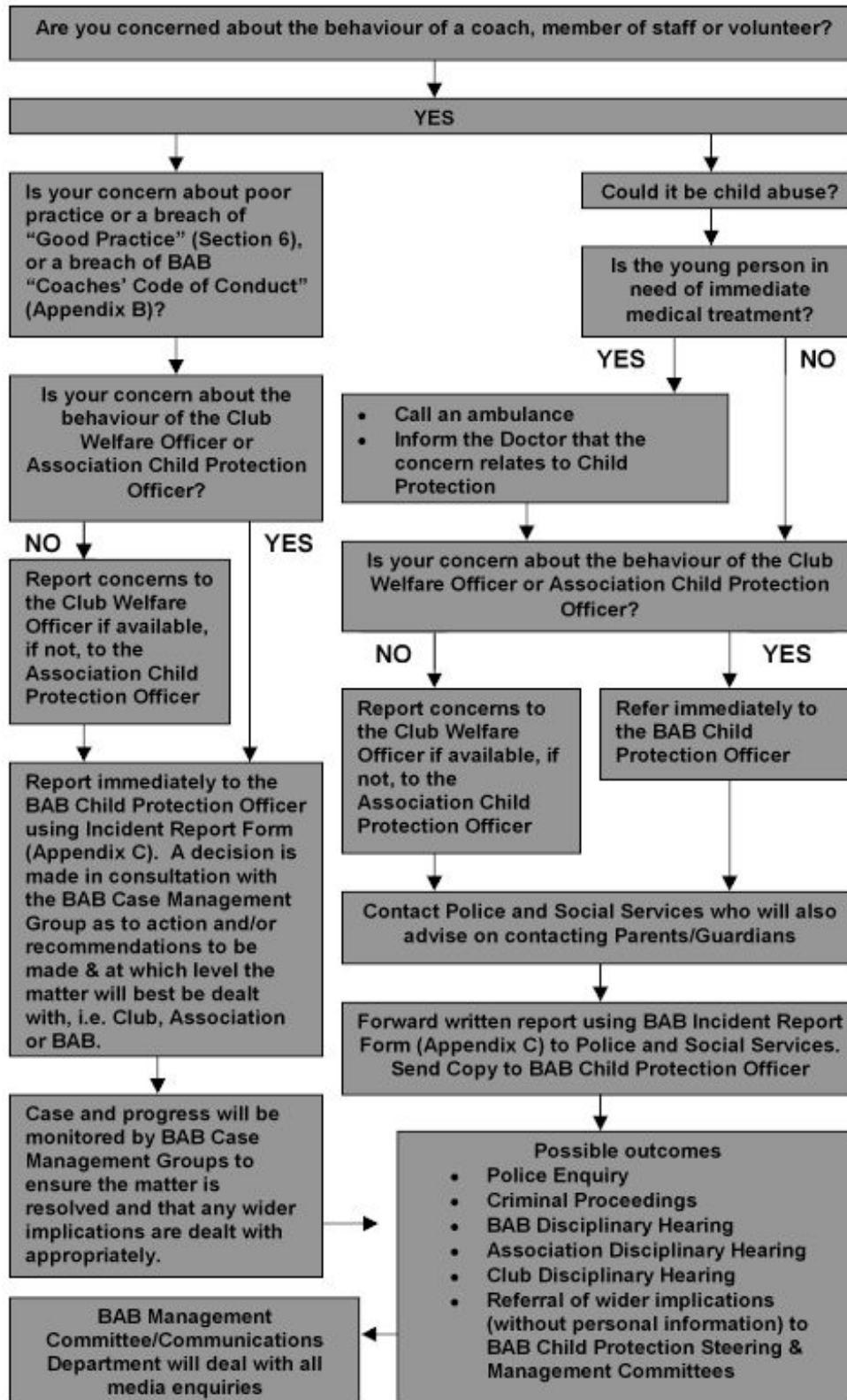
9. Dealing with Possible Abuse Occurring Outside the Aikido Setting

- 9.1. If a young person informs you directly that he/she is being abused outside the Aikido environment **OR** through your own observations **OR** through a third party you become aware of possible abuse, you must **REACT IMMEDIATELY**



10. Responding to Disclosure, Concerns and Allegations About Something Within Aikido

- 10.1. If a young person informs you directly that he/she is being abused within the 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**



11. Recruitment and Selection of Staff, Coaches and Volunteers

- 11.1. Anyone may have the potential to abuse young people in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children.
- 11.2. It is essential the same approach is used consistently throughout Aikido within the BAB.
- 11.3. Under the Protection of Children Act 1999, all individuals working on behalf of the BAB or its Member Associations are treated as employees whether paid or volunteers. Member Associations therefore have a responsibility to ensure that:
 - 11.3.1. All adults who have direct or indirect “regular supervisory contact with young people” undertake CRB disclosure.
 - 11.3.2. Coaches hold minimum up-to-date BAB coaching qualifications, and current insurance cover
 - 11.3.3. Coaching qualifications, are verified
 - 11.3.4. Staff, Coaches and Volunteers have access to induction training that covers current Child Protection Policies and Procedures.
 - 11.3.5. Concerns arising during this process regarding the suitability or training needs of staff, coaches or volunteers are noted, fed back to the individual and acted upon as appropriate.

12. Child Protection Officers & Organisational Structure

- 12.1. The BAB will identify a designated person to be titled the BAB Child Protection Officer to handle child protection issues. (See Appendix D). Prior to appointment, this person will be required to undertake a Criminal Records Check. The BAB Child Protection Officer will be supported by a Case Management Group (See Appendix G) and a Child Protection Steering Committee (See Appendix H).
- 12.2. All Member Associations must identify a designated person to be titled the Association Child Protection Officer to handle child protection issues. (See Appendix E). Clubs or local organisations within Associations must also identify a designated person to be titled the Club Child Welfare Officer to handle child protection issues. (See Appendix F). Prior to appointment, these persons will be required to undertake a Criminal Records Check.
- 12.3. The Association Child Protection Officer must have a formal role within the Association's management Structure. The Association Child Protection Officer will require support from the Association, and designated training will be provided. The Association may appoint more than one Child Protection Officer if they so wish to cater for particular age groups and genders.
- 12.4. The role of the Association Child Protection Officer is crucial in ensuring that the BAB Child Protection Policy and Implementation Procedures work in practice.
- 12.5. The Club Child Welfare Officer acts as the first point of contact for anyone in the Club (staff, volunteer, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children. The Association Child Protection Officer may also act as the first point of contact for anyone in the

Association (staff, volunteer, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children.

- 12.6. Child Protection Officers therefore need to be perceived as being approachable and as having a child-focused approach.
- 12.7. Child Protection Officers do not need to be child protection 'experts'. That is the role of the statutory agencies (Police and Social Services). Ideally, they should have a background in working with children such as teachers, child minders, social workers, Police child protection team officers, child health workers.
- 12.8. Both Association Child Protection Officers and Club Child Welfare Officers need to be supported by Association and club management and should have formal roles in the management structures.

13. Race and Racism

- 13.1. Young people from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse.
- 13.2. All organisations working with young people, including those operating where ethnic minority communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on the death of Stephen Lawrence as '*the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion*'.

14. Bullying

- 14.1. Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. There are three main types of bullying:
 - 14.1.1. Physical, e.g. hitting, kicking, theft;
 - 14.1.2. Verbal, e.g. racist or homophobic remarks;
 - 14.1.3. Emotional, e.g. persistent negative feedback.
- 14.2. All of these will include:
 - 14.2.1. Deliberate hostility and aggression towards a victim;
 - 14.2.2. A victim who is weaker and less powerful than the bully or bullies;
 - 14.2.3. An outcome that is always painful and distressing for the individuals.
- 14.3. Bullying behaviour may also include:
 - 14.3.1. Other forms of violence;
 - 14.3.2. Sarcasm, spreading rumours, persistent teasing;
 - 14.3.3. Tormenting, ridiculing, humiliation;
 - 14.3.4. Racial taunts, graffiti, gestures;
 - 14.3.5. Unwanted physical contact or abusive, offensive comments of sexual nature.

- 14.4. The nature of Aikido as a self-defence system may attract children and young people who have experienced bullying in the past and also makes it a potential environment for the bully.

Appendix A

Photographic Images - BAB Guidelines

Rules to be observed

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

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

Key Concerns

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

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

Recording Images of Young People

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on sport websites and other publications.

Therefore, the following guidelines should be followed:

- All young people featured in photographs/recordings must be appropriately dressed with Dogi covering their torso from at least the bottom of their neck to their calves.

- The photograph/recording should ideally focus on the activity. Where possible, images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children);
- Clubs' or organisations' coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions. However, care should be taken in the dissemination and storage of the material.

Publishing Images of Young People

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

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

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

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

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

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

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

Jewellery should be off in all images.

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

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

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

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

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

Use of Photographic/Filming Equipment by Parents and Spectators

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

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

In addition:

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

Summary

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

Appendix B

Coaches' Code of Conduct

1. All Aikido coaches must respect the rights, dignity and worth of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
2. All Aikido coaches must place the physical and emotional well being of all young Aikidoka above all other considerations, including the development of performance
3. The relationship that an Aikido coach develops with the Aikidoka with whom they work must be based on mutual trust and respect
4. All Aikido coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young Aikidoka
5. All Aikido coaches must encourage young players to accept responsibility for their own behaviour and performance
6. All Aikido coaches should clarify with the young Aikidoka (and their parents/carers) what is expected of them both on and off the mat and also what they are entitled to expect from the coach ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and Aikidoka is necessary within coaching practice
7. All Aikido coaches must promote the positive aspects of Aikido. Behaviour contrary to the spirit of Aikido or relevant regulations or the use of prohibited techniques or substances must never be condoned.
8. All Aikido coaches should ensure young Aikidoka and relevant people are aware of their qualifications and experience, respecting the rights of Aikidoka to choose to consent or decline to participate
9. All Aikido coaches should refrain from public criticism of other coaches, or officials- the definition of public in this instance means criticism expressed in any branch of the media or in a lecture or seminar.
10. Aikido coaches claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner
11. All Aikido coaches must declare, to the appropriate body, any criminal convictions.



Appendix C

British Aikido Board Incident Report Form

Your Name _____	Your Position _____		
Association _____	Club _____		
Child's Name _____	Date of Birth _____		
Child's Address _____	Parent/Carer's Address _____		
Sex: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="padding: 2px 10px;">M</td><td style="padding: 2px 10px;">F</td></tr></table>		M	F
M	F		
Disability (if applicable): _____			
Ethnic Group			
1. White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other, please specify _____		
2. Mixed	<input type="checkbox"/> White Black Caribbean <input type="checkbox"/> White Black African <input type="checkbox"/> White Asian <input type="checkbox"/> Other mixed background, please specify _____		
3. Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background, please specify _____		
4. Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black background, please specify _____		
5. Chinese or other Oriental group	<input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify _____		
6. Other group not included above	<input type="checkbox"/> Please specify _____		
Time and Date of any incident _____			
Your Observations: _____			
State exactly what the child said and what you said. Remember, do not lead the child, record actual details.			

Appendix D

BAB Child Protection Officer Job Description

KNOWLEDGE	SKILLS	SKILLS
<ul style="list-style-type: none"> • Legislation, government guidance. National framework for child protection • Role and responsibilities of statutory agencies and Area Child Protection Committees • Planning processes – children ‘in need’ – child protection enquiries/investigations • Behaviour which is harmful to children – thresholds ‘poor practice’ – ‘abusive behaviour’ • Own organisation’s role and responsibilities. Boundaries of the Lead Officer role • Organisation’s policy and procedures related to child protection • Core values/principles of work with children • Equalities issues and child protection • How abusers target and groom organisations in order to abuse children. • Best practice in prevention. 	<ul style="list-style-type: none"> • Child-focused approach • Administration and systems (records) management • Ability to promote and demonstrate anti-discriminatory practice • Advice and support provision – all levels within the organisation • Communication skills • Ability to develop and produce national level guidance and resources • Influencing skills and ability to work with conflict and with emotionally distressing matters. <p><u>Recommended</u></p> <ul style="list-style-type: none"> • Ability to deliver core child protection training through different levels within the organisation. 	<ul style="list-style-type: none"> • Lead role in development and establishment of the organisation’s approach to safeguarding children and young people. Key role within organisation • Management of cases of poor practice/abuse reported to the organisation – including records system • Management of referrals to Social Services and Police • Central point of contact for internal and external individuals/agencies • Represent the organisation at external meetings related to child protection • Co-ordinate dissemination of policy, procedures and resources throughout the organisation • Provide advice and support to Association Child Protection Officers and a lead role in their recruitment, selection and training • Advise on the organisation’s child protection training needs and development of its training strategy. Provision of training where appropriate • Maintain confidentiality re cases • Lead role in maintaining and reviewing the organisations’ child protection Implementation Plan • Ensure ‘Standards’ are met • Keep up to date with own knowledge and skills.



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Appendix E

Association Or Regional Child Protection Officer Job Description

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

Appendix F

Club Welfare Officer

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> • Basic knowledge of core legislation, government guidance and national framework for child protection • Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees). • Local arrangement for managing child protection and reporting procedures. • Poor practice and abuse – behaviour that is harmful to children. • Own organisation’s role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Welfare Officer role. • Own organisation’s policy and procedures related to safeguarding children and young people. • Core values and principles underpinning practice. • Awareness of equalities issues and child protection. <p>RECOMMENDED</p> <ul style="list-style-type: none"> • Basic knowledge of how abusers ‘target’ and ‘groom’ organisations to abuse children. Best practice in prevention. 	<ul style="list-style-type: none"> • Basic administration - maintain records • Basic advice and support provision • Child focussed approach • Communication • Ability to promote organisation’s policy, procedures and resources • Ability to provide information about local resources 	<ul style="list-style-type: none"> • Assist the organisation to fulfil it’s responsibilities to safeguard children and young people at club level. • Assist the organisation to implement it’s child protection plan at club level. • 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. • Be the first point of contact with the National Organisational Lead Child Protection Officer. • Implement the organisation reporting and recording procedures. • Maintain contact details for local Social Services, Police. Know how to obtain Area Child Protection Committee guidelines. • Promote the organisation’s best practice guidance/code of conduct within the club. • Sit on the club’s management committee • Promote and ensure adherence to the organisation’s child protection training plan. • Promote and ensure confidentiality is maintained. • Promote anti-discriminatory practice.

Appendix G

Case Management Group

Purpose

1. To make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the 'route' a case will take internally and/or via external referral to statutory agencies.
2. To make initial decisions as to what level each case will be dealt with i.e. minor poor practice which may be referred back to a club complaints/disciplinary procedures with advice, or suspected abuse of a child which requires dealing with at national level through disciplinary procedures.
3. To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings.
4. To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.

Principles

5. Independence

It is essential that the group is empowered by the organisation to make decisions on the 'route' that cases will take without influence or prejudice by others in the organisation.

6. Confidentiality

All child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.

7. Expertise

The group should be led by the organisation's lead child protection officer. The group should include people who have relevant knowledge and expertise to enable the group to fulfil its purpose such as HR/Personnel Manager/Clerk to disciplinary panel etc. It is recommended that at least one member of the group is external to the organisation's management group and has current professional child protection knowledge and experience, such as a child protection social work manager or policy child protection team officer.

8. Equity and Anti-discriminatory Practice

All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by the organisations' equity policy and the principle that all children have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief system or sexual orientation.

9. The Welfare of the Child is Paramount

This principle is enshrined in the Children Act 1989. In any decision taken by the group, the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

Appendix H

Child Protection Steering Group

Purpose

Empowered as a BAB Sub-committee by the BAB'S management committee to develop, monitor and review the BAB's approach and plans safeguarding children and young people.

Ensure ownership of the safeguarding plan throughout the organisation.

Membership

- National Lead Child Protection Officer i.e. BAB Child Protection Officer
- Representatives from Associations i.e. Association/ Regional Child Protection Officers
- Officials representative
- Coaching representative
- Education/training representative
- Parents representative
- External child protection 'advisor /practitioner'
- Young people's representative (with appropriate support)

Key Functions/Tasks

In conjunction with the organisation's senior management:

- Develop, monitor and review 'safeguarding (implementation) plan' for children and young people in line with the 'Standards for Safeguarding and Protecting Children in Sport' CPSU 2003.
- Ensure that the organisation has a child welfare/protection policy and procedures are in place which are regularly reviewed and revised as necessary.
- Ensure all necessary related policies and procedures are in place and implemented throughout the organisation.

Equity:

- Complaints and grievance
- Disciplinary
- Health & Safety policy and procedures
- Recording and data storage
- Recruitment and selection
- Codes of Conduct, ethics and good practice
- Images of children – photography/web etc.

- Media
- Supervision, training and support
- Whistleblowing

Development, monitoring and review of an education/training strategy

Advise/act on the child welfare/protection implications of any organisational projects/development

Appendix I

BAB Equity Policy

1. Policy Statement

- 1.1. The BAB recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential employees and members.
- 1.2. The BAB aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in Aikido at all levels and in all roles. That is, as a beginner, participant or performer, and as a coach, official, referee, manager, administrator or spectator.
- 1.3. It is the aim of the BAB in its relationships with its members, employees, job applicants and in the provision of its services, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified. Failure to comply may result in disciplinary action being taken.
- 1.4. Advice and training will be given to all those working for or on behalf of the BAB.
- 1.5. Direct discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.
- 1.6. Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

2. Objectives

- 2.1. The BAB Equity Policy has the following objectives:
- 2.2. To adopt a planned approach to eliminating perceived barriers which discriminate against particular groups. This will include widening the traditional approach and include communities experiencing disadvantage, poverty and health inequalities
- 2.3. To ensure that no-one working or wishing to work for or on behalf of the BAB receives less favourable treatment on the grounds outlined in the Policy Statement above
- 2.4. To give clear guidance to individuals working within the BAB, either employed or as volunteers, on the commitment to equal opportunities
- 2.5. To ensure that all those who participate in Aikido, at all levels and in all roles, receive fair and equitable treatment
- 2.6. To ensure that the format and content of all competitions, regulations and assessments provide equity for all, except where specific situations and conditions properly or reasonably prevent this;
- 2.7. To ensure that all materials prepared, produced and distributed by or on behalf of the BAB promote a clear image of the profile of all those who are a part of Aikido.

3. Implementation

- 3.1. The BAB will seek to promote equity and equality through:

- 3.2. The monitoring of practices, procedures and data relating to the operations of competitions, schemes, initiatives and development materials
- 3.3. A regular review of existing rules and regulations to ensure that they do not inhibit the participation of people from groups which may suffer discrimination
- 3.4. Increasing collaboration with partner organisations to ensure equity, fair and consistent treatment of all members
- 3.5. The provision of appropriate training for all employees, members of the Management Committee and other key volunteers of the BAB to raise awareness of both collective and individual responsibilities, to support their progress within Aikido and, where appropriate, provide specialised facilities, equipment and individual training.
- 3.6. In pursuance of this policy, the BAB may take special measures or positive action in favour of any group which is currently under-represented in its membership, representative bodies or its workforce. In this, the BAB recognises its legal obligations under the following acts of Parliament:
 - 3.6.1. Race Relations Act 1976 (Amendment 2000)
 - 3.6.2. Equal Pay Act 1970
 - 3.6.3. Sex Discrimination Acts 1975, 1986, 1999
 - 3.6.4. Disability Discrimination Act 1995
 - 3.6.5. Rehabilitation of Offenders Act 1974
 - 3.6.6. Human Rights Act 1998

4. Monitoring

- 4.1. The Child Protection Officer of the BAB will be responsible for providing the Management Committee with data for monitoring the effectiveness of this policy, and for providing information to members about the policy and its implementation and impact
- 4.2. The BAB will continuously monitor and review the selection criteria and procedures in relation to participation and employment to ensure individuals are selected, promoted and treated solely on the basis of the skills and abilities which are appropriate to the position
- 4.3. The BAB will work with key equity partners and accountable officers within the respective organisations to ensure that all programmes and initiatives are inclusive.

5. Exemptions

- 5.1. The BAB reserves the right to limit competitions to persons of specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition.

6. Responsibility

- 6.1. The BAB expects all those acting on behalf of the organisation to adhere to this policy.
- 6.2. In pursuance of this policy the BAB reserves the right to discipline any of its members or employees who practice any form of discrimination on the grounds of a persons age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.

Appendix J

For further information or advice please contact:

- **Your Club or Association Child Protection Officer**
- **British Aikido Board Child Protection Officer**

Denis Burke 01264 773971 or 07969 462915

Email: denis@andoveraikido.demon.co.uk

- **NSPCC Helpline**

Telephone: 0808 800 5000

Asian Helpline: 0800 096 7719

Welsh Helpline: 0800 100 2524

Deaf Users Textphone: 0800 056 0686

Web: www.nspcc.org.uk

This 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 Protection in Sport Unit (CPSU)**

3 Gilmour Close, Beaumont Leys, Leicester

LE4 1EZ

Telephone: 0116 234 7278

Web: www.thecpsu.org.uk