



SAFEGUARDING POLICY



WADOKAI WORCESTER

WADOKAI WORCESTER / WORCESTERSHIRE KARATE SQUAD

SAFEGUARDING TEAM

Children's Safeguarding Policy

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3.0	Major Amendments	April 2025	Rewrite in accordance with the BMABA (British Martial Arts & Boxing Association)

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Section Number	Title	Pages
1.	Introduction & Commitment to Safeguarding	3
2.	Policy Statement & Principles	4-5
3.	Policy aims	6
4.	Promoting good practice	6
5.	Good practice guidelines	6-8
6.	Practices to be avoided	8
7.	Practices never to be sanctioned	8-9
8.	Incidents that must be reported/recorded	9
9.	Recognising Abuse & Poor Practice;	9-11
9.5	Children with Additional Needs	11
9.6	Children from Ethnic Minority Backgrounds	11
9.7	PREVENT	12-13
9.8	FGM	14-15
10.	Responding to Suspicions or allegations	16
11.	Confidentiality	16
12.	Internal Inquiries and suspension	17
13.	Support to deal with the aftermath of abuse	17
14.	Allegations of Previous Abuse	17
15.	Action if bullying is suspected	18
16.	Information for social services or the police about suspected abuse	19-20
17.	Safeguarding and overnight trips for competitions	20
18.	GDPR	21
Appendixes		
1	Prevent reporting flowchart	22
2	Child Safety and welfare concern flowchart	23
3	Useful contacts	26

1. Introduction

- 1.1 WadoKai Worcester recognises the need to make provision for children and young persons, and acknowledges its moral and legal responsibility to ensure that:
- The welfare of the child is paramount
 - All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
 - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
 - All staff (paid /unpaid) working within our sport have a responsibility to report concerns to the appropriate officer
- 1.2 The Children's Act 1989 defines a child as a person under the age of 18.
- 1.3 Adopting best practice will help to safeguard those participants from potential abuse as well as protecting coaches and other adults in positions of responsibility from any potential allegation of abuse.
- 1.4 This document is binding and provides procedures and guidance to everyone within WadoKai Worcester Karate, whether working in a voluntary or professional capacity.

COMMITMENT TO SAFEGUARDING

WadoKai Worcester Karate is committed to ensuring a safe, supportive, and inclusive environment for all members, particularly children, young people, and vulnerable adults. We recognise our duty of care and the importance of safeguarding as set out in UK legislation, including the Children Act 1989, the Children Act 2004, the Protection of Freedoms Act 2012, and Working Together to Safeguard Children (2018).

This policy is guided by best practice recommendations from the **NSPCC** and the **Child Protection in Sport Unit (CPSU)**. It also aligns with the **BMABA National Safeguarding Policy**, which can be found at: [BMABA National Safeguarding Policy](#).

We are registered and licenced by **BMABA - British Martial Arts And Boxing Association**. BMABA provides **independent professional safeguarding oversight** for any student, parent, or stakeholder with concerns. BMABA's safeguarding unit can be contacted at safeguarding@bmaba.org.uk or via bmaba.org.uk/safeguarding. BMABA's lead safeguarding officers are **Cathie Hewlett** and **Aimee Little**, with deputy safeguarding officers **Giovanni Soffietto (CEO)** and **Kirsty Hawkins (Operations Director)**.

2. Policy Statement

- 2.1 WadoKai Worcester has a duty of care to safeguard all children involved in all forms of Karate from harm.
- 2.2 All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. As such WadoKai Worcester will strive to ensure the safety and protection of all children involved in our sport through adherence to the Child Protection guidelines ratified and adopted by WadoKai Worcester and approved by Sport England and the NSPCC Child Protection in Sport Unit.
- 2.3 Sport can and does have a very powerful and positive influence on people especially young people. Not only can it provide opportunities for enjoyment and achievement; it helps to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. WadoKai Worcester have to ensure that for those positive experiences to take place that sport is in the hands of those who have the welfare of young people uppermost in their mind and that we have proper procedures and practices to support and empower them.

SAFEGUARDING PRINCIPLES

At **WadoKai Worcester Karate**, safeguarding is at the heart of our practice. We are committed to providing a safe, supportive, and inclusive environment for all children, young people, and vulnerable adults, ensuring that their **welfare is paramount** in every aspect of our training and club activities.

1.1 THE WELFARE OF THE CHILD OR VULNERABLE ADULT IS PARAMOUNT

- Every child and vulnerable adult has a **right to feel safe, supported, and protected**.
- Their welfare must come **before the interests of any instructor, club, or organisation**.
- Safeguarding is **not just about responding to concerns but about creating a culture of safety** in martial arts.
- We adhere to the **Children Act 1989 & 2004**, ensuring that the needs of the child take priority in any safeguarding decision.

1.2 EVERY CHILD AND VULNERABLE ADULT HAS AN EQUAL RIGHT TO PROTECTION

- **No one should experience abuse or discrimination**, regardless of their age, gender, disability, race, religion, belief, sexual orientation, or socioeconomic background.
- We are committed to **anti-discriminatory practices** and ensuring all members are treated with dignity and respect.
- Our club is inclusive, making appropriate **reasonable adjustments** to ensure individuals with disabilities or additional needs can participate safely.

1.3 SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

- All staff, instructors, volunteers, parents, and club members must **play an active role** in safeguarding.
- Anyone who witnesses or suspects abuse **must report concerns immediately**.
- We will ensure that safeguarding responsibilities are understood by:
 - **Instructors** receiving regular safeguarding training.
 - **Students** being encouraged to speak up if they feel unsafe.
 - **Parents/guardians** being informed of our safeguarding policies and encouraged to communicate concerns.

1.4 BEST PRACTICE MUST BE FOLLOWED TO PROTECT CHILDREN AND VULNERABLE ADULTS

- Our safeguarding practices adhere to **BMABA's guidance**, ensuring:
 - **Safe recruitment practices**, including enhanced DBS checks for all instructors and volunteers.
 - **Clear guidelines on physical contact**, ensuring that any necessary contact (e.g., demonstrating techniques) is appropriate and with prior consent.
 - **Proper supervision**, ensuring no child is left alone with a single adult in a one-on-one setting.
 - **Safeguarding risk assessments**, conducted to identify and reduce risks in training environments.
 - **Strict social media policies**, preventing inappropriate communication between instructors and students.

1.5 CONCERNS MUST BE REPORTED PROMPTLY AND HANDLED PROFESSIONALLY

- Any safeguarding concern, no matter how small, **must be taken seriously** and reported to the **Club Safeguarding Officer (Katrina Wilson)** at katrinajaywilson@gmail.com.
- If there is an **immediate danger** to a child, contact **emergency services (999)** immediately.
- All concerns will be:
 - **Handled sensitively and confidentially**, ensuring that only relevant individuals are informed.
 - **Reported to BMABA's safeguarding unit**, which provides independent oversight at safeguarding@bmaba.org.uk.
 - **Escalated to statutory authorities** (such as the police or local authority) if required.

Our club follows the **BMABA safeguarding escalation policy**, ensuring that concerns are passed on to the correct authorities **without delay**.

By embedding these principles in our club's culture, we **prioritise the safety and well-being** of all our members. Every instructor, student, and parent has a role in **creating a safe martial arts environment**.

For more information on our safeguarding policies, or to **raise a concern**, contact **Katrina Wilson** at katrinajaywilson@gmail.com, or reach out to BMABA at safeguarding@bmaba.org.uk.

3. Policy aims

3.1 The aim of the Child Protection Policy is to promote good practice:

- Providing children and young persons with appropriate safety and protection whilst in the care of WadoKai Worcester Karate
- Ensure that all incidents of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.
- The policy recognises and builds on the legal and statutory definition of a child.
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of good in the delivery and management of WadoKai Worcester, a young person is recognised as being under the age of 18 years [Children's Act 1989].
- Confidentiality will be upheld in line with the Data Protection Act 1984, the Human Rights Act 2000 and the WadoKai Worcester Whistle Blower's Policy

4. Promoting Good Practice

4.1 Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with a judgement about the appropriate action to take.

4.2 Abuse can occur within many situations including the home, school and the sporting environment. It is a fact of life that some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, 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 cases of poor practice should be reported to following the guidelines in this document. When a child enters the club having experienced abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

5. Good Practice Guidelines

5.1 All those involved in Martial Arts should be encouraged to demonstrate exemplary behaviour in order to safeguard children and young people and protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Martial Arts:

5.2 Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Treating all young people/disabled adults equally, and with respect and dignity.

- Placing the welfare and safety of the child or young person first above the development of performance or competition.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Where any form of manual or physical support is required, it should be provided openly and in accordance with WadoKai Worcester Guidelines
- Keeping up to date with the technical skills, qualifications and insurance within Karate.
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensuring when mixed teams are taken away, they should always be accompanied by male and female member of staff (NB however, same gender abuse can also occur).
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.

5.3 Martial Arts Instructors need to understand the added responsibilities of teaching children and also basic principles of growth and development through childhood to adolescence. Exercises should be appropriate to age and build. Instructors should not simply treat children as small adults, with small adult bodies.

- There is no minimum age for a child beginning Martial Arts, as the build and maturity of individuals varies so much. However the nature of the class must be tailored to consider these factors
- In general, the younger the child, the shorter the attentions span. One hour is generally considered sufficient training time for the average 12 year old or below. Pre-adolescent children have a metabolism that is not naturally suited to generating anaerobic power, and therefore they exercise better aerobically, that is, at a steadily maintained rate. However, they can soon become conditioned to tolerate exercise in the short explosive bursts that more suit Karate training.
- Children should not do assisted stretching - they generally don't need to, and there is a real risk of damage with an inconsiderate or over-enthusiastic partner.
- Children should be carefully matched for size and weight for sparring practice
- Great care must be taken, especially where children train in the proximity of adults, to avoid collision injury
- Children should not do certain conditioning exercises; especially those, which are heavy, load bearing, for example weight training or knuckle push-ups. Children should not do

any heavy or impact work but should concentrate on the development of speed, mobility, skill and general fitness.

- No head contact is permitted for children participating in kumite or partner work due to significant, evidenced based health concerns surrounding the impacts of concussion.

6 Practices to be avoided

6.1 The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Otherwise, avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event.

6.2 WadoKai Worcester follows the guidance set forth by the NSPCC Safe Sports Events document and in doing so have drawn up a document for parents to sign and complete prior to any event. The guidance covers – Transport arrangements, travel checklists, supervision and staffing, emergency procedures, insurance special overnight arrangements and any special health requirements as well as an athlete wellness check prior to competing.

6.3 The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to a venue

7 Practices never to be sanctioned

7.1 The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, e.g. if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players. 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/assisting to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

8 Incidents that must be reported / recorded:

8.1 If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are told if:

- You accidentally hurt a child or young person
- He/she seems distressed in any manner.
- A student appears to be sexually aroused by your actions.
- A child or young person misunderstands or misinterprets something you have done.

9. RECOGNISING ABUSE AND POOR PRACTICE

At **WadoKai Worcester Karate**, we recognise the importance of identifying the **signs of abuse and poor practice** to ensure the safety and well-being of all children, young people, and vulnerable adults. Abuse can take many forms, and safeguarding is everyone's responsibility. All instructors, volunteers, and staff must be vigilant in identifying **warning signs** and taking appropriate action.

9.1 Understanding Abuse

Abuse is the **maltreatment of a child or vulnerable person**, causing harm or placing them at serious risk of harm. It can occur **in person or online**, and perpetrators may be **adults or other children**.

It is essential to be aware of **signs of abuse**, which may include:

- **Physical Abuse:** The deliberate infliction of pain, injury, or suffering.
Examples: Unexplained bruises, burns, fractures, repeated injuries, aggressive or withdrawn behavior.
- **Emotional Abuse:** Persistent emotional ill-treatment that causes severe adverse effects on emotional development.
Examples: Excessive criticism, humiliation, threats, isolation, excessive expectations, extreme shyness.
- **Sexual Abuse:** Forcing or enticing a child or vulnerable adult to take part in sexual activities.
Examples: Inappropriate touching, suggestive remarks, exposure to sexual content, coercion, grooming.
- **Neglect:** The persistent failure to meet basic physical and psychological needs.
Examples: Lack of food, medical care, supervision, inappropriate clothing, malnourishment, hygiene neglect.

9.2 Identifying Poor Practice

Poor practice is **any behavior that compromises the safety, dignity, or welfare** of participants, even if it does not meet the threshold for abuse. Poor practice can indicate deeper safeguarding concerns and must be addressed immediately.

Examples of **poor practice in a martial arts setting** include:

- **Unnecessary physical contact:** Any physical interaction that is not required for instruction, such as excessive handling, hugging, or touching without consent.
- **One-on-one unsupervised sessions:** Instructors should not be alone with a student in a private setting unless absolutely necessary and with appropriate safeguards in place.
- **Favoritism or exclusion:** Giving preferential treatment to certain students or isolating others unfairly.
- **Inappropriate language or behavior:** Using offensive, discriminatory, or suggestive language, making jokes of a sexual or inappropriate nature, or making students feel uncomfortable.
- **Failing to follow safety protocols:** Allowing students to train without proper supervision, failing to check equipment, or ignoring injury risks.
- **Breaching confidentiality:** Sharing personal information about students or their families without consent or a legitimate safeguarding reason.
- **Engaging with students inappropriately outside the club:** Including private messaging, social media contact, or meetings outside of training without parental knowledge and consent.

9.3 Grooming and Online Abuse

Grooming is when an individual builds a relationship with a child or vulnerable person with the intention of exploiting or abusing them. Grooming can occur **online or in person** and often involves manipulation and secrecy.

Warning signs of grooming include:

- Sudden secrecy about friendships or online activity.
- Being given **gifts, money, or special treatment**.
- Spending excessive time talking with an **older individual** (in person or online).
- Attempts to **isolate the child from family or friends**.

Online abuse is a growing concern, and **instructors should never engage in private online communication** with students. Any concerns regarding online interactions should be **reported immediately**.

9.4 The Impact of Abuse

Abuse has both **short-term and long-term effects** on a person's physical, emotional, and mental well-being. The impact of abuse may include:

- Low self-esteem, depression, or anxiety.
- Self-harm, eating disorders, or suicidal thoughts.
- Withdrawal from activities, sudden behavioral changes, or aggression.
- Difficulty trusting others or forming healthy relationships.

9.5 Children with additional needs

9.5.1 WadoKai Worcester recognise that children with either a physical or mental diversity are more prone to being abused than other children. They are more likely to be abused as a consequence of the following:

- Vulnerabilities to bullying from other children and adults
- Likely to be more socially isolated and have less frequent contact than children without disabilities
- Dependency on others for assistance in order to carry out essential daily tasks
- The inability or a difficulty in expressing themselves and communicating that abuse has taken place
- Impaired capacity to resist and understand abuse

9.5.2 It is the responsibility of all to ensure that the duty of care to children is upheld at all times and in order to bring about an inclusive environment for all children there are areas of good practice which will need to be taken into consideration.

9.5.3 At WadoKai Worcester in order to aid in any potential barriers we insist that the parent/caregiver joins alongside to provide any additional support that child may need. Being a small local club, we cannot provide services for every need, however aim to make reasonable adjustments when possible.

9.6 Children from Ethnic Minority Backgrounds

9.6.1 Children from ethnic minority backgrounds are more susceptible to being abused for the following reasons:

- Language difficulties may make it difficult for the child to tell somebody that they are being abused
- Children may be more socially isolated and have less contact with people from outside their community
- Stereotyping or prejudice may lead to situations where abuse is not detected or is misinterpreted
- Children may be more prone to being victims of discrimination and bullying

9.6.2 In order to ensure that children from ethnic minority backgrounds are adequately safeguarding religious festivals and/or daily practices should be considered. For example a child who is fasting during the festival of Ramadan may be more physically exhausted than usual and therefore due consideration ought to be given when training.

9.6.3 Moreover, to be as inclusive as possible it is advised that events – where possible – are not held on days which coincide with significant religious or cultural feast days. Some religions and cultures may also adhere to strict dietary requirements and therefore when planning things like team meals or catering for presentation nights for example, these dietary requirements should be taken into consideration e.g. vegetarian, halal, kosher.

9.7. Prevent

9.7.1 WadoKai Worcester is committed to playing an active role in the Government's anti-terrorism strategy CONTEST which involves the programme PREVENT. WadoKai Worcester recognise that the principles of karate itself - including teamwork, respect, discipline and sportsmanship - can act as fundamental building blocks to preventing radicalisation at every level. This in turn allows children from diverse backgrounds to reach their full potential within the sport.

9.7.2 As of July 2015 all schools and childcare providers under Section 26 of the Counter Terrorism and Security Act 2015 were mandated by law to pay due regard to the prevention of young people being radicalised and recruited to terrorism. Whilst this legislation is targeted specifically at schools all agencies which come into contact with children and young people must also seek to prevent radicalisation. The Prevent strategy links closely with WadoKai Worcester's duty of care to look after the health and wellbeing of all children within our club.

9.7.3 It is important to note that the general risks surrounding radicalisation of children and young people varies geographically and by age group. As members of WadoKai Worcester who have a wide range of involvement with children and young people we are uniquely placed to identify and respond to any risks within a local context. It is crucial to understand the risks in order to be able to respond appropriately and proportionately.

The strategy and its aims:

9.7.4 CONTEST is based around four key work streams which are aimed at reducing the risk to the United Kingdom. These four key work streams are:

- **Pursue:** Stop terrorist attacks from occurring
- **Prevent:** Stop people from becoming terrorist or supporting terrorist organisations/cells
- **Protect:** Strengthen protection against terrorism and any actions thereof
- **Prepare:** Mitigate any impact of terrorism and any actions thereof

9.7.5 Prevent is a strategy which is adopted throughout a wide range of organisations encompassing both the public sector and private sector as well as charitable organisations and voluntary groups. The Prevent initiative has three distinct objectives which include:

- Respond to the ideological challenges posed by terrorism and the threat from proponents of terrorism
- Deter people from being drawn into terrorism initially
- Work collaboratively with institutions and wider society to address the risk of radicalisation.

9.7.6 The overarching aim of Prevent is to safeguard/protect individuals who may be vulnerable to radicalisation. Radicalisation against terrorism is not exclusive to one brand of terrorism and crosses the political and religious spectrum.

The Exploitation Process

9.7.7 It is universally acknowledged that there are no one set of circumstances which can explain why vulnerable people become involved in terrorism however it is widely understood that personal experiences affect the ways in which vulnerable individuals deal with their external environments. The factors are likely to be personal and unique from child to child.

Radicalisers who attempt to convert children and young people to their cause will often prey upon somebody's vulnerabilities. Contact between the vulnerable child/young person and the radicaliser can also take many forms from face to face contact to social networking and other forms of media but often through a combination of methods. Nonetheless, it is more commonplace for those who are vulnerable to become involved in terrorism and related activities through the influence of their family and peer group and it therefore takes on a distinctly social element.

9.7.8 Whilst the social element cannot be discounted, the internet is increasingly playing a part in radicalisation as it provides a platform for the promotion of terrorist related propaganda to a wide audience at the click of a button. Members should therefore be mindful of any content which romanticises violence or makes apologies for terrorism being shared and discussed by students either online, at classes or away on competition.

Factors Affecting Vulnerability

9.7.9 As already acknowledged there is no defined criterion which constitutes vulnerability however the following circumstances – when taken in conjunction – may be indicative of radicalisation:

- Identity crisis
- Personal crisis
- Personal Circumstances
- Criminality
- The internet, social networking and other media
- Personal grievances

9.7.10 The principle of dealing with Prevent related risks is the same as managing other safeguarding risks. All members who have contact with children should be alert to any changes in a child's behaviour which could be indicative that they require protection

9.7.11 Whilst any radicalisation signs may differ greatly from one child to another (with children also known to hide their views) this policy does not require WadoKai Worcester officials, instructors or associations to undertake intrusive interventions into family life but to take action when potentially concerning behaviour has been identified.

9.7.12 However, there is no obligation or expectation that WadoKai Worcester or Association members will take on a surveillance or enforcement role rather any concerns should be flagged to the relevant Child Protection Lead, who will then liaise with partner organisation in order to contribute to the prevention of terrorism and making safety a shared endeavour. **Please see Appendix 1 for more information.**

Human Rights Act

9.7.13 In addition to the Equality Impact Assessment accompanying this policy, it is also the view of the Safeguarding Team that this section of the policy does not bare any Human Rights related issues as it simply follows national guidance laid down by the UK Government. However, due care and attention should be carried out when implementing the policy and acting upon any concerns as not to discriminate.

9.8. Female Genital Mutilation (FGM)

- 9.8.1 FGM is the practice of intentionally removing part or all of the external female genitalia and/or other female genital organ injury for non-medical purposes with FGM having no health benefits. FGM may also be referred to as 'female circumcision' or 'cutting' and in diverse communities cultural references may be used which may include; tahir, halalays, gudniin, sunna or khitan to name but a few.
- 9.8.2 The practice is a cultural one with no religious text requiring that girls are 'cut'. It is most prevalent in African and Middle Eastern regions but it is not exclusively geographically defined. The countries with the highest prevalence of the practice include Egypt, Eritrea, Ethiopia, Gambia, Guinea, Nigeria and Somalia. The practice is also carried out in Asian countries such as Malaysia and has been known to occur in South America. Whilst these countries have the highest prevalence of the practice, it is carried out on British citizen when parents take their child abroad.
- 9.8.3 There is no one way of undertaking the 'cut' and it can be carried out at a number of differing stages from two days after birth to before puberty or even during pregnancy. The age group which is most commonly affected ranges from 0-15 years.
- 9.8.4 This is an inhumane treatment which has been outlawed in the UK through the FGM Act 2003 and anybody who has been found guilty of the offence can face up to 14 years in jail. Additionally anybody found to be failing in their duty of care and assumed responsibility e.g. a parent, who allows the practice to happen to their daughter can face up to 7 years in prison. The practice results in severe bleeding and problems during urination as well as infections, child-birth complications and the increased chance of infant mortality not to mention psychological problems.
- 9.8.5 Given these procedures are not fully irreversible, prevention is key. WadoKai Worcester have a duty of care to the children they come into contact with and if signs and symptoms are identified it is imperative that action is taken to either to bring about justice before or after the practice has occurred.
- 9.8.6 Key signs and symptoms to be mindful of:
- The child's relatives are known to have had FGM
 - The family belongs to a community which is known to practice FGM (Cultural appropriations are not sufficient grounds for concern and accusations based solely upon cultural heritage should be discouraged. However, when taking into account other factors this may be a genuine cause for concern)
 - The child will be absent from training for a number of weeks as they are planning on making a trip to one of the countries previously identified (Note this of itself is not a cause of concern and should be taken into consideration with other factors)
 - You are involved in discussions with the child who discloses that they have a forthcoming special celebration
 - You notice that the child has difficulty walking or sitting. The child may also be unable to vary out certain karate techniques or stretching/warm up exercises as they once did.

- 9.8.7 For further advice and guidance on FGM there is a free online course offered by the Home Office on FGM. This can be accessed by following the below link:

<https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm>

9.9. Breast Flattening/Ironing

- 9.9.1 The terms breast flattening and breast ironing are used to refer to the procedure whereby young pubescent girls' breasts are – over a period of time including years – flattened and/or pounded down. The purpose of this is to delay the development of breasts entirely or to make the breasts permanently disappear.
- 9.9.2 The practice is usually done within families (often by female relatives) and involves large stones, hammers or spatulas being heated up over scorching hot coals to compress breast tissue. Other methods adopted can include the use of a binder or elastic belt to press the breasts.
- 9.9.3 It is something which usually starts when the girl first shows signs of puberty and can be as young as 9 years old.
- 9.9.4 Breast ironing and flattening may also be done by the child themselves as they may be undergoing gender transformation/identity issues.
- 9.9.5 Based upon research carried out by the National FGM Centre in the UK, it was found that the practice is largely confined to the African continent or those with African heritage with Cameroon being identified as one of the areas where this is most prevalent. Other countries known to carry out the procedure include Benin, Chad, Kenya, South Africa, Togo and Zimbabwe.
- 9.9.6 The health implications of such a practice, both physical and mental, can be extremely damaging with abscesses, severe fever and infections common place
- 9.9.7 Unlike FGM, there is no specific law which addresses the issue but it falls under the category of physical abuse and should be dealt with as such. However, like FGM, the processes and procedures to follow if you identify or have suspicions that the practice has taken place are the same.

Signs and symptoms to look out for:

- 9.9.8 Signs and symptoms should be treated with caution and used in conjunction with other known facts or other signs and symptoms. For example a girl may be embarrassed about her body for other reasons such as body confidence and is of itself not indicative that abuse has occurred. These signs may be noticed during karate sessions when a girl is changing before or after practice or when discussing with fellow students before, during or after sessions.
- 9.9.9 The main signs to look out for include:
- A girl being embarrassed about their body
 - A girl is born to a woman who has undergone breast flattening or members of the girls immediate family have
 - References to breast flattening in conversation
 - The girl's family have limited levels of integration within the wider community

10. Responding to Suspected Abuse or Poor Practice

10.1 It is not the responsibility of anyone working for WadoKai Worcester, in a paid or unpaid capacity to decide whether or not child abuse has taken place. This is the role of the child protection agencies. However, there is a responsibility for all involved in Martial Arts to act on any concerns through contact with the appropriate authorities. Advice and information is available from the local Social Services Department, The Police or the NSPCC 24 hour Help line 0808 800 5000. WadoKai Worcester assures all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

If you suspect a child, young person, or vulnerable adult is experiencing abuse or being subjected to poor practice, you must:

1. **Listen carefully:** Do not judge or interrupt. Allow the individual to share their concerns in their own words.
2. **Do not promise confidentiality:** Explain that you must report concerns to ensure their safety.
3. **Report immediately:** Inform the **Club Safeguarding Officer (Katrina Wilson)** at katrinajaywilson@gmail.com.
4. **Record the concern:** Keep clear and factual records of what was said, including times, dates, and any observations.
5. **Escalate if necessary:** If there is immediate danger, contact the **police (999)** or **local safeguarding services**.

10.2 The results of the Police and child protection investigation may well influence the disciplinary investigation, but not necessarily. Action Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Child Protection Officer will deal with it as a misconduct issue
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

11. Confidentiality

11.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- The Child Protection Officer

- Lead Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

12. Internal Inquiries and suspension

- 12.1 All internal inquiries relating to Safeguarding will be overseen by the Lead Child Protection Officer of WadoKai Worcester Karate suspension/s will be addressed in accordance with, WadoKai Worcester Karate Discipline Policy
- 12.2 The welfare of the child should remain of paramount importance throughout.

13. Support to deal with the aftermath of abuse

- 13.1 Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.
- 13.2 The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk
- 13.3 Consideration should be given to what kind of support may be appropriate for the alleged perpetrator

14. Allegations of previous abuse

- 14.1 Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

15. Action if bullying is suspected

15.1 If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

15.2 Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring).

15.3 Action towards the bully (ies)

- Talk with the bully (ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully (ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully (ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary
- Encourage and support the bully (ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

15.4 Concerns outside the immediate sporting environment (e.g. a parent or carer):

- Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible.
- See 4. Below for the information social services or the police will need.
- If the Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Child Protection Officer will decide how to involve the parents/carers.
- Maintain confidentiality on a need to know basis only.

16. Information for social services or the police about suspected abuse:

- 16.1 To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:
- The child's name, age and date of birth of the child
 - The child's home address and telephone number
 - Whether or not the person making the report is expressing their own concerns or those of someone else.
 - The nature of the allegation. Include dates, times, any special factors and other relevant information.
 - Make a clear distinction between what is fact, opinion or hearsay.
 - A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
 - Details of witnesses to the incidents.
 - The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - Have the parents been contacted?
 - If so, what has been said?
 - Has anyone else been consulted? If so, record details.
 - If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
 - Has anyone been alleged to be the abuser? Record details
 - Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
- 16.2 If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0800 800 5000, or Childline on 0800 1111.
- 16.3 False allegations of abuse do occur, but they are rare. You should always take immediate action if a child says or indicates that he or she is being abused, or you have reason to suspect that this is the case. This may involve dealing with the child, his parent or carer, colleagues at your club / organisation, teachers, external agencies or the media. Children who are being abused will only tell people they trust and with whom they feel safe. As a coach you will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust
- 16.4 Children want the abuse to stop. By listening and taking what a child is telling you seriously, you will already be helping to protect them. It is useful to think in advance about how you might respond to this situation in such a way as to avoid putting yourself at risk

Timing and Location

- 16.5 It is understandable that the child may want to see you alone, away from others. The child may therefore approach you at the end of a session when everyone is going home, or may arrive deliberately early at a time when they think you will not be busy. However, a disclosure is not just a quick chat; it will take time and usually has further consequences. Bear in mind that you may also need to attend to other students / children, check equipment or set up an activity – you cannot simply leave a session unattended. Therefore, try to arrange to speak to the child at an appropriate time. Location is very important. Although it is important to respect the child's need for privacy, you also need to protect yourself against potential allegations. Do not listen to the child's disclosure in a completely private place – try to ensure that other members of staff are present or at least nearby.
- 16.6 All records should:
- Be written as soon as possible signed and dated.
 - Clearly distinguish between fact, observation, allegation and opinion
 - Note the name, date, the event, a record of what was said, and any action taken in cases of suspected abuse
 - Be held separately from main records
 - Be exempt from open access

17. Safeguarding and overnight trips for competitions

- 17.1 Worcestershire Karate Squad occasionally take child athletes away for national and international competitions and stay overnight. It is acknowledged that staying in a hotel can throw up safeguarding issues and present an opportunity for would- be wrongdoers to act. Therefore WadoKai Worcester mandates that necessary steps are taken when children are staying overnight in a hotel as part of their involvement with karate. It is important to note that any child under the age of 18 may not come unaccompanied by a parent/guardian or sibling (aged 18+). As ultimately they hold primary responsibility when on a trip.
- 17.2 It will be the responsibility of the parent or guardian tasked with organising accommodation to contact the venue before booking to ascertain what the in policy is on children staying in their own room. When booking accommodation under no circumstances should an adult (aged 18+) who is not the parent/guardian or carer share a room with a child.
- 17.3 Siblings may also be allowed to share rooms however children from separate families will not be permitted to share rooms.

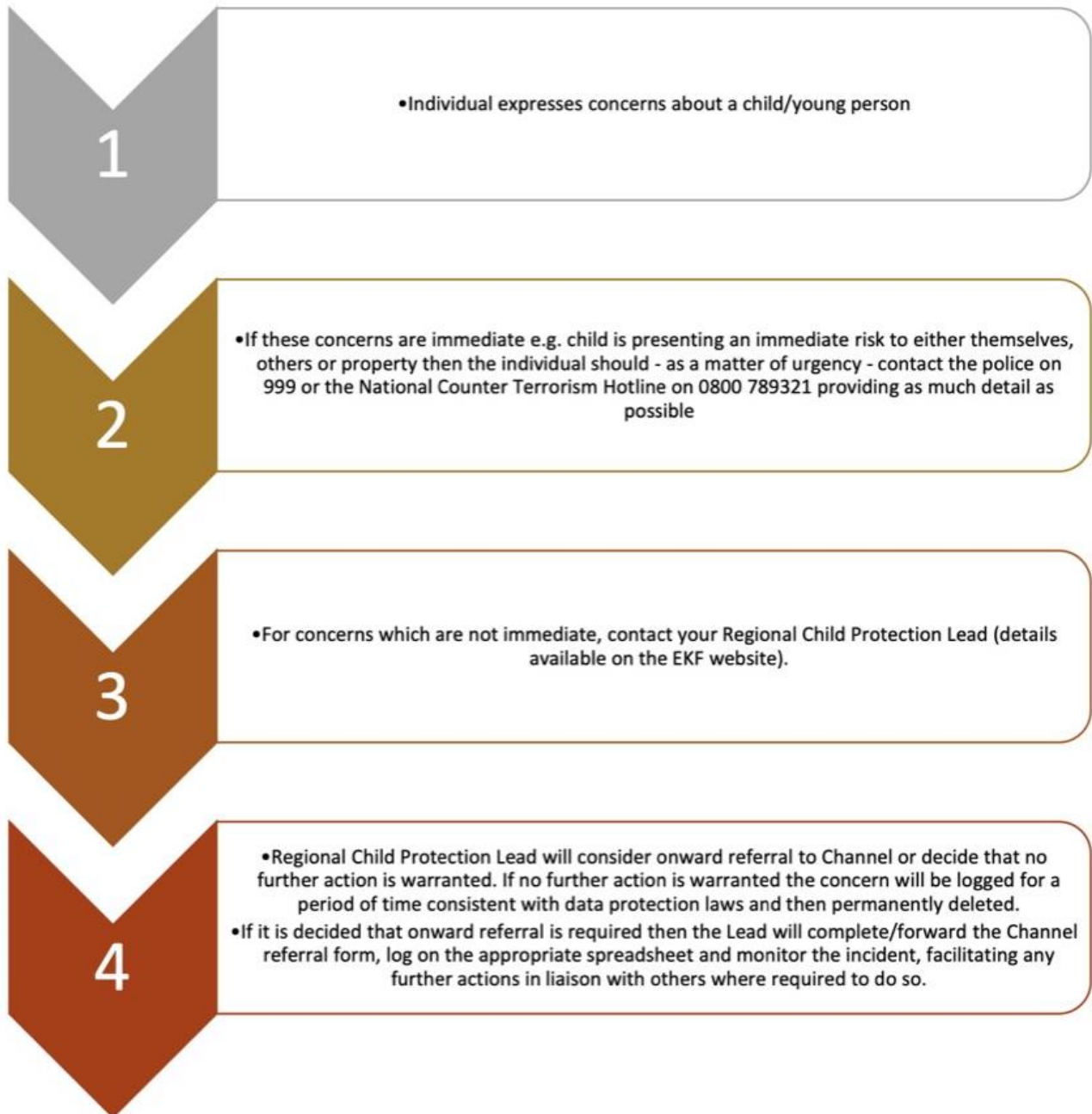
18. GDPR

- 18.1 The Safeguarding Team of WadoKai Worcester will, as part of their work, collect personal data and therefore the EU General Data Protection Rules 2018 and the accompanying UK Data Protection Act 2018 (hereinafter GDPR and DPA respectively) will apply. WadoKai Worcester therefore has a requirement to process, store and share data in accordance with the new rules.

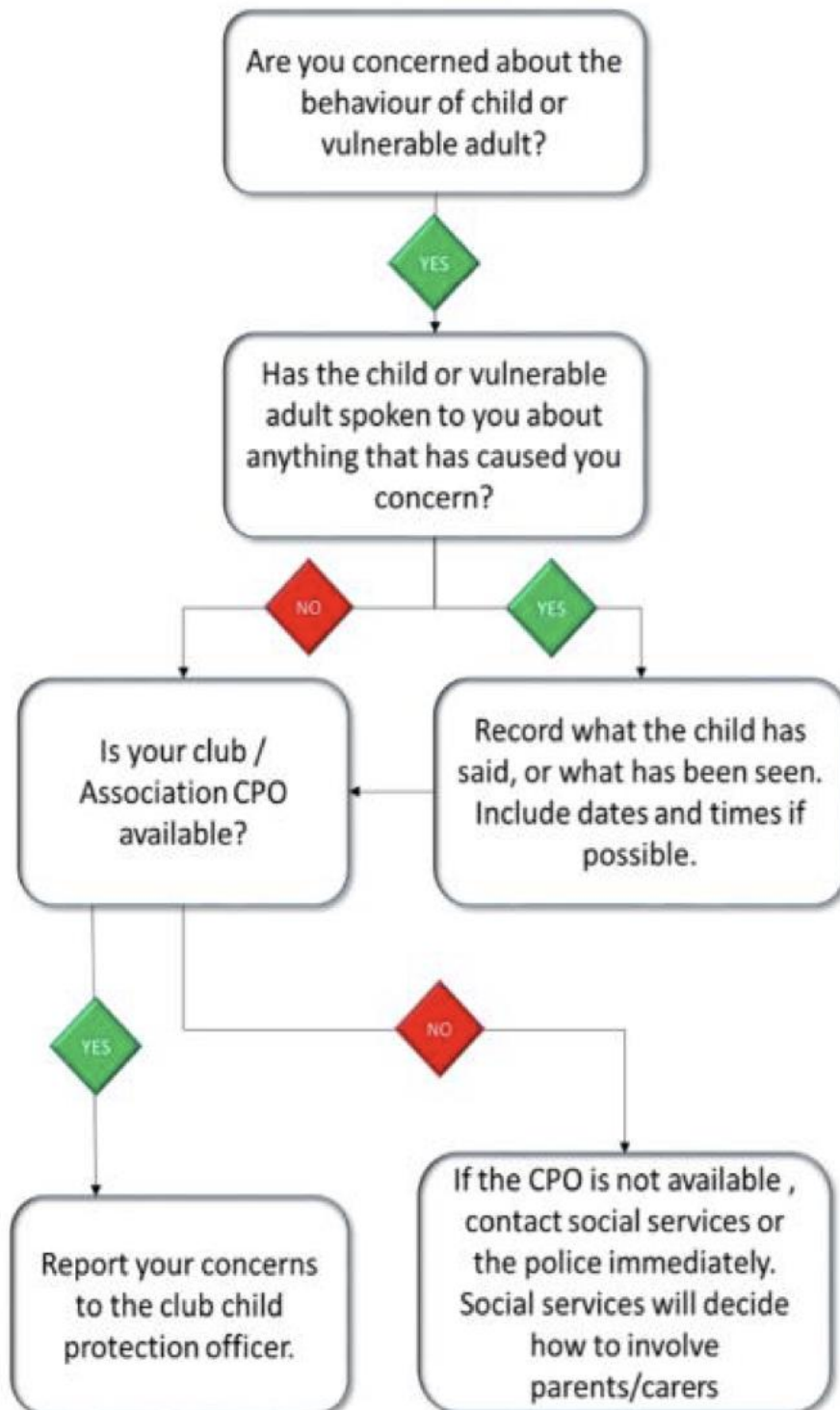
- 18.2 Within a children specific context, there are extra protections which need to be applied when processing and managing data. This will usually involve parental or guardian consent but additionally, any data capturing statements produced for children should be easy to understand with simple language used where possible.
- 18.3 Further information on GDPR and how it affects WadoKai Worcester practices can be found by accessing the dedicated Information Governance Policy through the website
- 18.4 However, data which is gathered by the WadoKai Worcester Safeguarding team which is of a sensitive nature is different.
- 18.5 Under Articles 13 & 14 of GDPR which documents the individual's right to be informed of what data is being collected and for what purpose. Genuine consent puts the individual in charge and helps build collaborative professional relationships. However, after having risk assessed a victim of abuse and deemed them to be at risk of serious harm or homicide then the EKF is duty bound by existing legislation to share this information and no individual consent is required. If as required by UK law (DPA) data will be processed regardless of consent, then asking for consent is both misleading and inherently unfair.
- 18.6 Similarly, Article 6 (f) also documents legitimate interests as a lawful basis for processing data without informed consent. When relying on legitimate interests for the sharing of information this but be balanced against the interests and fundamental rights of the child involved. In summary, when dealing with accusations of abuse, there are justifiable moral and legal reasons why WadoKai Worcester will share the data with other appropriate agencies.
- 18.7 For further advice and guidance on GDPR and its implications for safeguarding and its use within sporting organisations, please refer to the Information Commissioners Office.

Appendix 1 – Prevent reporting flowchart

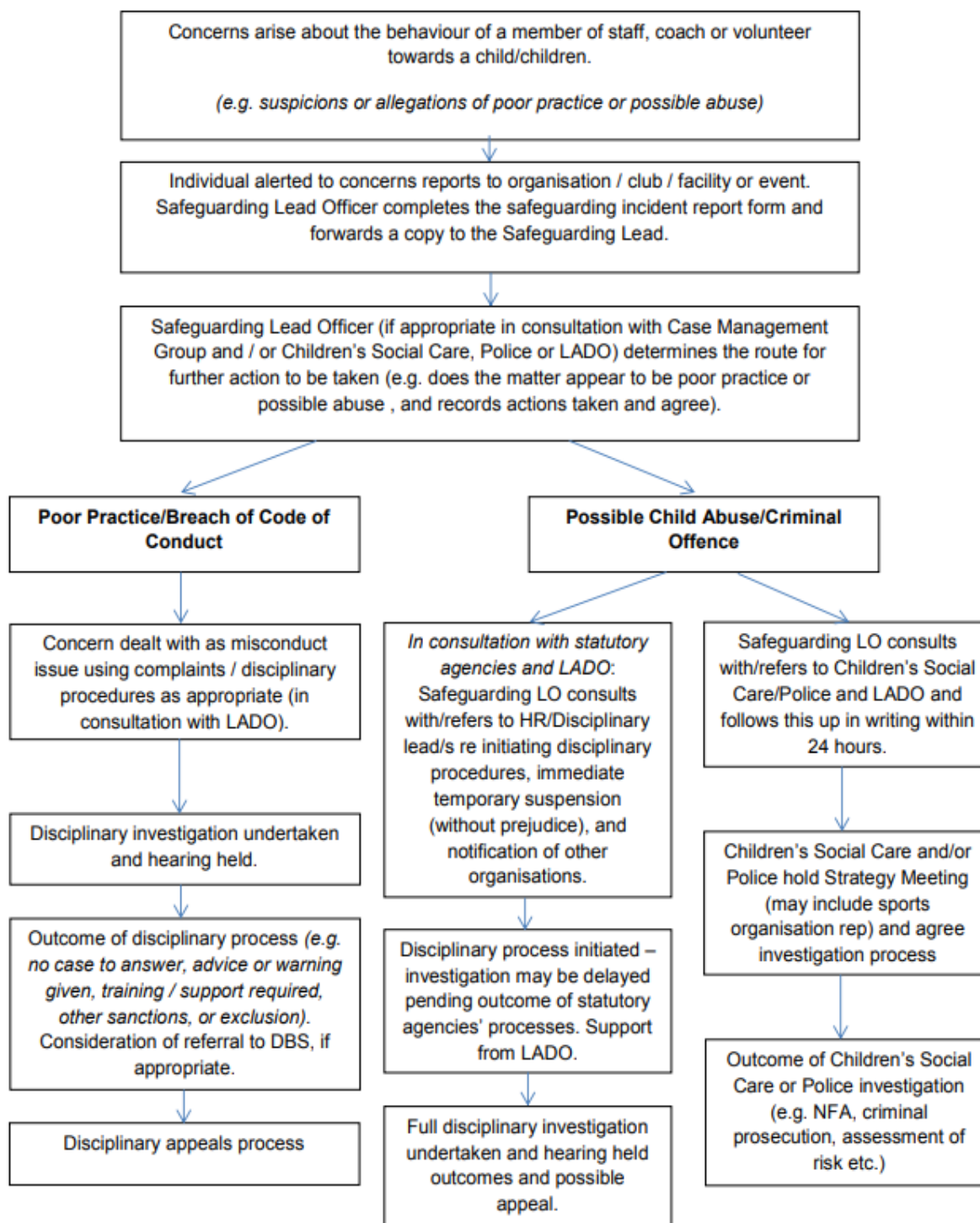
Escalation and Referral Process for Preventing Radicalisation of Children and Young People



Appendix 3 – Child Safety and welfare concern flowchart



1. About the behaviour of the organisation's staff member or volunteer
(e.g. allegation about a coach or officer's behaviour towards a child)



Appendix 4- Useful Contacts



David Wilson- Senior Instructor &
Safeguarding officer- 07933326935-
david_wilson31@sky.com



Darran Findlater- Coach &
Safeguarding lead-
Darranfindlater@hotmail.com



Katrina Wilson- Chief Instructor &
Safeguarding lead- 07475765153-
katrinajaywilson@gmail.com

NSPCC Child Protection Helpline on 0808 800 5000

Childline on 0800 1111