



British Karate Guild

Child / Vulnerable Adult Safeguarding and Protection Policy

Code of Practice and Procedures

9th February 2025 version 1.2

Version 1.0 April 2022 Initial Policy Draft.

Version 1.1 Updated May 2023 by M Da Costa. BKG Chairperson. (Minor wording changes)

Version 1.2 Updated February 2025 by M Da Costa BKG Chairperson. (Updates to wording and definition of vulnerable adults. Changes of term "coaching Staff" to Instructors, Coaches & Officials. Change of 1.00 title from "Background" to "Purpose & Scope" Additions to code of practice).

British Karate Guild

This Policy and Guidance should be observed by Instructors, Coaches and Officials of the British Karate Guild.

Child & Vulnerable Adults Safeguarding & Protection Policy, Code of Practice and Procedures

This policy and guidance are focused on children & Vulnerable Adults. For the purposes of this policy and guidance, a child is anyone who has not yet reached their 18th birthday.

A Vulnerable Adult in terms of safeguarding, is defined as a person aged 18 or over who may be **unable to protect themselves**, or be at an increased risk of harm, abuse or neglect due to factors such as: Physical or mental disability, Age related frailty, Mental Health conditions, substance or alcohol dependency, social isolation or lack of support networks, dependence on others for care.

British Karate Guild acknowledges that it has a responsibility to promote best practice and the highest standards of conduct among its members, Instructors, coaches & Officials in relation to the safety of children and Vulnerable Adults. The policy ensures a safe, inclusive, and positive environment, protecting all members. It also recognises that good safeguarding and child/Vulnerable Adults protection policies and procedures are also of benefit to our Instructors, Coaches, and Officials, as they can help protect them from misunderstandings or erroneous allegations.

- 1. Purpose & Scope**
- 2. The Policy**
- 3. Our Code of Practice**
- 4. Guidance on responding to a child / Vulnerable Adult making an allegation of abuse.**
- 5. How to report your concerns - reporting procedures**
- 6. Reporting Procedure for British Karate Guild members**
- 7. Designated Safeguarding Lead**

1.0 Purpose & Scope

All Instructors, coaches and officials must:

- Recognise and accept they have a responsibility to protect any children & vulnerable Adults within their sphere of work and care.
- Develop awareness of the issues which can cause children & Vulnerable Adults harm and have knowledge of and be able to recognise signs of the most common types of abuse which are Physical, Emotional, Sexual, Neglect and additionally for Vulnerable Adults, Financial.
- Be aware of 'grooming' behaviour (the befriending of children/Vulnerable Adults as a precursor to abuse);
- Immediately report any concerns using BKG procedures for reporting safeguarding concerns.

British Karate Guild in turn will endeavour to safeguard children & Vulnerable Adults by:

- Adopting a Safeguarding Code of Practice for all Instructors, coaches, and officials.
- Adopting a procedure for reporting safeguarding concerns.
- Reporting concerns to the relevant authorities.

2.00 The Policy

It is British Karate Guild policy that:

- All Instructors coaches & officials accept responsibility for the welfare of children & vulnerable Adults with whom they come into contact in the course of their work, and that they will report any concerns about a child/vulnerable Adult, or somebody else's behaviour, using the procedures laid down.
- There is a Designated Safeguarding Lead (DSL) within the BKG, who will act following any expression of concern, and the lines of responsibility in respect of children & Vulnerable Adults protection are clear.
- The DSL knows how to make appropriate referrals to statutory protection agencies.
- All Instructors, Coaches & Officials who come into contact with Children/Vulnerable Adults in the course of their professional activities must adhere to the Safeguarding Code of Practice and the procedure for reporting safeguarding concerns.
- Information relating to any allegation or disclosure must be clearly recorded as soon as possible. Concerns must be addressed promptly by reporting it to the BKG.DSL. **If you feel a child or Adult is in immediate danger, call the police on 999, or call the NSPCC on 0808 800 5000, straight away.**
- The Children Act 1989 states that the 'welfare of the child is paramount'. This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
- This Child & Vulnerable Adult Safeguarding & Protection Policy will be referred to or included in recruitment, training, and policy materials, where appropriate.
- It is part of the BKG's acceptance of its responsibility of duty of care towards children and Vulnerable Adults that Instructors, coaches, and officials who encounter child/Vulnerable Adult protection concerns in the context of their work, will be supported when they report their concerns in good faith.

3.00 Our Code of Practice

1. Inappropriate physical contact with children & Vulnerable Adults must be avoided. Physical contact is only appropriate in very limited circumstances. For more detailed advice please see the **Guidance for Instructors/ Coaches** set out in the Code of Conduct.
2. Karate sessions must be conducted safely, respecting physical and emotional boundaries.
3. Never be alone with a child or Vulnerable Adult in private settings.
4. Obtain parental/guardian consent for under 18's in all activities.
5. Do not make suggestive or inappropriate remarks to or about a child or Vulnerable Adult, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing their or your own intimate relationships.
6. Other than in exceptional circumstances, do not communicate directly with children by email or text messages and only then with the prior consent of the child's parent or guardian. If electronic communication is necessary, best practice would be to communicate directly with parents or guardians.
7. Never communicate with children via Twitter, Facebook, or other social media platforms.
8. Do not engage in behaviour that could be construed as 'grooming' a child/Vulnerable Adult (for example giving money, presents or favours or talking or behaving in an inappropriate or unprofessional manner towards a child or Vulnerable Adult).
9. Do take a disclosure of abuse from a child or Vulnerable Adult seriously. It is important not to deter children or Vulnerable Adults from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. If the allegation gives rise to concern it is important to follow the procedure for reporting and not to attempt to investigate the concern yourself.
10. Always report any concerns immediately to the Designated Safeguarding Lead regarding the conduct of another Instructor/Coach/Official or other Member, in relation to children/Vulnerable Adults.
11. Remember that those who abuse children/Vulnerable Adults can be of any age (even other children), gender, ethnic background, or class, and it is important not to allow personal preconceptions about people to prevent appropriate action from taking place.
12. Good practice includes valuing and respecting children/Vulnerable Adults as individuals, and the modelling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism, or sexism.

4.00 Guidance on responding to a child/Vulnerable Adult making an allegation of abuse.

1. Stay calm.
2. Listen carefully to what is said and show that you are taking it seriously.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child/Vulnerable Adult that the matter will only be disclosed to those who need to know about it.
5. Allow the child/Vulnerable Adult to continue at her/his own pace.
6. Ask questions for clarification only, and always avoid asking questions that suggest a particular answer.
7. Reassure the child/Vulnerable Adult that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Make no judgment about what you have heard.
10. Record in writing what was said, using the child's/Vulnerable Adults' own words as soon as possible - note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
11. Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional agencies, following a referral from the Designated Safeguarding Lead in the organisation.

5.00 How to report your concerns - Reporting procedures

Instructors, Coaches and Officials, could have their suspicion or concern raised in several ways, the most likely of which are:

1. The conduct of another Member/Instructor/Coach/Official or other adult.
2. A child/Vulnerable Adult 'disclosing' abuse.
3. Bruising or evidence of physical hurt.
4. Unusual behaviour by a child/Vulnerable Adult.
5. If you have such concerns, you should report them immediately to the Designated Safeguarding Lead (DSL) within the BKG.

If a child/Vulnerable Adult in your care has suffered a serious injury because of abuse, seek medical attention immediately and then inform your appropriate Local Authority. Either the Children's Social Care Department or Adult Social Services. If you have a concern outside of BKG hours, you can seek advice from the NSPCC free 24-hour Child Protection Helpline (0800 800 5000), They also support Adults at risk.

Instructors, Coaches & Officials are always able to contact the BKG's Designated Safeguarding Person if they wish to discuss any safeguarding concerns, however they arise. Instructors, Coaches and Officials must report to the Designated Safeguarding Lead immediately any concerns they may have about the conduct of another Instructor, Coach or official in relation to children or Vulnerable Adults.

The most common examples of the types of concerns that must be reported immediately are:

- Someone has behaved in a way that has harmed a child/Vulnerable Adult or may have harmed a child/Vulnerable Adult.
- Someone has possibly committed a criminal offence against or related to a child/Vulnerable Adult.
- Someone has behaved towards a child/Vulnerable Adult in a way that indicates s/he is unsuitable to work with children/Vulnerable Adults.

The DSL will consider the concerns raised and refer them immediately. The matter will be immediately considered and then, if appropriate, the matter will be reported. After taking appropriate advice (which may include discussing the circumstances on a confidential basis with professional advisers), decide either to deal with the matter internally or not to take any further action.

If you think a child/Vulnerable Adult is in immediate danger

Don't delay – call the police on 999, or call the NSPCC on 0808 800 5000, straight away.

6.00 Reporting Procedure for British Karate Guild Members.

There may be circumstances in which concerns about the safety of a child/Vulnerable Adult, or about the conduct of an adult in relation to children/Vulnerable Adults, are brought to the attention of a member of BKG non-Instructing/coaching team. Any such concerns must be reported immediately to the DSL. The DSL will then follow the procedure for considering child/Vulnerable Adult protection concerns as appropriate.

7.00 Designated Safeguarding Lead

The BKG's Designated Safeguarding Lead is: **Mr Bryn Hughes MBE**

Email : dojo@oldham-bkg.co.uk

Tel: 01457 829777