

# **WHITE ROSE MARTIAL ARTS KARATE ASSOCIATION CHILD PROTECTION AND RISK MANAGEMENT STRATEGY**

White Rose Martial Arts provides Karate training which caters for adults, children and young people. As an organisation White Rose Martial Arts has the following principles:

- The welfare of children is paramount.
- All children, regardless of 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 instructors and volunteers have a responsibility to report concerns to the appropriate officer.
- Instructors and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. The following strategy will show that White Rose Martial Arts has undertaken all steps possible to ensure the safety of our children, young people and all involved within our organisation.

## **Instructors Code of Conduct**

### **Introduction**

In order for a person to be selected as an instructor within White Rose Martial Arts Karate Association, that person has been judged as someone well versed in our style and also as a person who has the character and demeanour to represent White Rose Martial Arts to students and the public. The code of conduct has been written as a public document to declare our standards to all students, parents and others who may be interested in how our club operates.

The instructors are the public face of our club and our club will be judged by the ways they conduct themselves. These judgments will be made by students, parents, the venues we use, regulatory authorities and within the martial arts community generally.

### **Care of Children**

Many of the students of White Rose Martial Arts are children. Parents entrust their children with White Rose Martial Arts.

Instructors must live up to that trust by ensuring that all behaviour towards children is entirely appropriate. By their nature children will view their Sensei or Senpai as a leader and a person to be respected and in turn an instructor will have earned this respect by the way the

instructor conducts himself or herself. White Rose Martial Arts will take the appropriate steps to screen potential instructors.

### **Honesty & Citizenship**

White Rose Martial Arts will expect that all instructors will operate in an honest manner. This extends to all dealings inside and outside the organisation. Part of this is an expectation that all instructors strive to be good citizens within their personal environment.

### **Beliefs**

A person is entitled to pursue their own beliefs and standards without undue disruption and interference from others. These differences may arise through religion, personal values, gender and ethnicity. Instructors will be respectful, understanding and accommodating of these matters.

### **Sexual Harassment**

Any form of sexual harassment is totally unacceptable. Sexual harassment can take the form of verbal comments concerning appearance, private life or other issues. It can take the form of unwanted physical contact, adult humour, double entendre etc. White Rose Martial Arts does not seek to encroach on the normal social interplay between people, however White Rose Martial Arts is all about respect for your fellow participants, and any form of sexual harassment runs completely counter to this and will not be tolerated.

### **Equal Opportunity**

White Rose Martial Arts has an overriding policy of equal opportunity for students to train in and enjoy Karate. This country has laws that are designed to promote equal opportunity. White Rose Martial Arts will not tolerate discrimination against any person on the basis of gender, ethnicity, and age.

### **Policy Objectives**

The policy objectives of this Risk Management Strategy are to promote good practice:

- Affirm that all children in all circumstances have the right to feel and be safe from exploitation and abuse.
- Providing children and young people with appropriate safety and protection whilst in the care of White Rose Martial Arts' instructors and volunteers.
- Allow all instructors and volunteers to make informed and confident responses to specific child protection issues.
- Ensure that White Rose Martial Arts has procedures in place that will protect the children with whom they come into contact with.
- Clearly express the actions White Rose Martial Arts will take in the case of any breach of this strategy.

## **Policy Statement**

White Rose Martial Arts has a duty of care to safeguard all children involved in White Rose Martial Arts from harm. All children have a right to protection. White Rose Martial Arts will ensure the safety and protection of all children involved in White Rose Martial Arts through adherence to the Risk Management Strategy adopted by White Rose Martial Arts. A child is defined as a person under the age of 18.

## **Promoting good practice**

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 your judgement about the appropriate action to take.

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, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported to White Rose Martial Arts' Child Protection Officer who can be contacted via email: [mail@whiterosemartialarts.co.uk](mailto:mail@whiterosemartialarts.co.uk)

following the guidelines in this document.

## **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

## **Good practice means**

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with students (eg; it is not appropriate for instructors or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making karate fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Sensei/Senpai (instructor) Training Program. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
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- Involving parents wherever possible. If groups have to be supervised in changing rooms, always ensure parents, instructors, volunteers or officials work in pairs.
- Being an excellent role model – this includes not smoking, drinking alcohol, taking illicit drugs or using offensive language in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

## **Practices to be avoided**

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (eg 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.

### **Avoid**

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event or activity.
- Holding a training session with only one child present and no other adults.

## **Practices never to be sanctioned**

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 that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

### **Incidents that must be reported**

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 informed:

- If a student is injured..
- If a student misunderstands or misinterprets something you have done.

### **Responding to allegations or suspicions**

It is not the responsibility of anyone working in White Rose Martial Arts in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, staff and volunteers of White Rose Martial Arts should report any suspected child abuse and/or neglect to White Rose Martial Arts' Accreditation/Child Protection Officer and the relevant authorities.

White Rose Martial Arts assures all instructors and volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

There may be three types of investigation, where there is a complaint against an instructor or volunteer.

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

The results of a police and child protection investigation may influence the disciplinary investigation, but not necessarily.

### **Action if there are concerns**

Concerns about suspected abuse

- Any suspicion that a child has been abused by an instructor, volunteer or other persons should be reported to White Rose Martial Arts' Accreditation/Child Protection Officer and the Child Abuse Report Line.
- The Accreditation/Child Protection Officer will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The parents or carers of the child will be contacted as soon as possible following advice from the relevant authorities.

## **Confidentiality**

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 Accreditation/Child Protection Officer
- The parents or the person who is alleged to have been abused.
- The person making the allegation.

Seek advice from the relevant authorities on who should approach the alleged abuser (or parents if the alleged abuser is a child).

## **Internal enquiries and suspension**

The White Rose Martial Arts Accreditation/Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and inquiries by the relevant authorities.

Irrespective of the findings of the relevant authorities or police inquiries White Rose Martial Arts will assess all individual cases to decide whether an instructor or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, White Rose Martial Arts must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

## **Information for the relevant authorities or the police about suspected abuse**

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.
- 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.

## **Bullying**

Bullying is regarded as the repeated oppression, psychological and/or physical, of a less powerful person by another person or group of persons. White Rose Martial Arts considers bullying as an inappropriate behaviour and will take all allegations seriously.

### **Action if bullying is suspected**

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

- Action to help the victim and prevent bullying in karate.
- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. 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 or bullies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.

### **Action toward the bully/bullies.**

- Talk with the bully/bullies, explain the situation, and try to get the bully/bullies to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully/bullies parents.
- Insist on the return of "borrowed" items and that the bully/bullies compensate the victim.

- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully/bullies to change behaviour.
- Hold meetings with the families to report on progress.

### **Code of Conduct for students**

- Students should feel safe with other participants, club officials and your instructors.
- Students must be treated in a non-discriminatory way and to receive a fair go.
- Students should respect the rights, dignity and worth of all officials and participants regardless of ability, gender or cultural background.
- Students should display control and courtesy to all involved.
- Students should ensure that your decisions and actions contribute to a safe and harassment-free environment.

### **Code of Conduct for parents and spectators**

- Have a responsibility to respect the rights, dignity, efforts and worth of all officials and participants regardless of ability, gender or cultural background.
- Have a responsibility to encourage all children to participate and compete according to the rules.
- Have a responsibility to adopt appropriate behaviours in all interactions.
- Cameras and video are to be for private use only. No images of young people are to be published to the website or print without parental consent