



**Karate Wales Governing Body
Safeguarding Policy and Procedures
for
Children and Vulnerable Adults**

February 2021

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Foreword

Karate is a great activity for children and adults. It helps develop valuable life skills, teamwork, coordination, fitness, and helps enhance self-esteem and confidence.

Although the majority of people who participate in sport benefit from the activity, there have been well publicised incidents where some athletes have experienced abuse, bullying and been subject to poor practice from coaches and instructors, as well as fellow competitors. Many of these athletes have been children. Also, some athletes, including children may experience abuse unrelated to their sport, either at home or within the wider community. Instructors should therefore proceed with an awareness and attitude concerning abuse that, “it could happen here”. This policy is specifically written with children and vulnerable adults in mind, but can also be the blueprint for responding to the needs of adults in general who also train in karate.

Karate instructors, coaches, volunteers, and officials are in the privileged position of building strong relationships with those they teach and are therefore well placed to recognise signs that a child or vulnerable adult may be being abused. They can do this by robust checks about the suitability of all those who work with children, and vulnerable adults. Also, by being alert to, and aware of, the risks which individual abusers, or potential abusers, may pose to vulnerable people and being aware of and responding to any indicators that someone may be experiencing abuse.

Under the [Social Services and Wellbeing \(Wales\) Act 2014](#) (see 4.1 of this guidance) there is a duty on organisations such as karate clubs, and associations and Karate Wales itself to report any knowledge, concerns or suspicions that a child is suffering, has suffered harm or is likely to be at risk of harm. It is our responsibility to ensure that the concerns are referred to social services or the police, who have the statutory duties and powers to make enquiries and intervene when necessary.

Karate Wales recognises the importance of ensuring there are policies and procedures in place that outline the appropriate steps to take in the event of a concern. In addition, it is essential that karate clubs and associations are managed well so that they promote wellbeing through safe recruitment of instructors and coaches, and they manage healthy and safe training activities, which minimise any identifiable risks within the sports environment.

Anyone participating in karate should feel able to raise any concerns they may have about their safety and wellbeing, and feel confident that poor practice and inappropriate behaviour by anyone can be openly challenged. This is helped by promoting the welfare of all karateka, especially children and vulnerable adults, and providing access to advice and training to help support coaches, instructors, volunteers, and officials to understand their safeguarding responsibilities.

The development of Karate Wales’ policy and procedures is important to support Karate Wales and its member clubs and associations to fulfil their duty to safeguard and promote the welfare of children and vulnerable adults in their care, and ensure a consistent and best practice approach within the practice of karate.

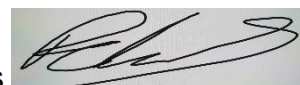
Karate Wales’ President

Stephen Wellington

N.S. Wellington

Karate Wales Lead Director for Safeguarding Roger Nevens

1 February 2021



Policy Review and updates

This policy will be reviewed on a three-yearly basis, and in light of:

- Changes in relevant legislation and/or government guidance.
- Requirements of the Regional Safeguarding Boards, NSPCC Child Protection in Sport Unit (CPSU), Sport Wales.
- Learning from serious cases.

Version Control Log

Next formal review **February 2024** (3 years after signed date).

Review Date	Amendments	Reviewed by	Version
13 May 2021	Hyperlink to the DBS video explaining their role and processes added to Appendix 7	GEK	Current

Section 1 - Who is responsible for safeguarding in Karate Wales and in its membership?

1.1 Introduction

Who we are and what we do?

Karate Wales is a members' organisation, acting as a governing body for its members. Karate Wales does not usually provide karate training to its members. It is an umbrella body, providing support, guidance and developmental opportunities to its member clubs and associations and for individual karateka. On occasion, Karate Wales will provide training to karateka as part of the development of its competition squad and will organise squad attendance at external competitions. During these times, Karate Wales will assume the lead responsibility for safeguarding. Otherwise, the safeguarding of karateka while undertaking normal training activities is the direct responsibility of Karate Wales' member clubs and associations. It is the ongoing quality assurance for safeguarding among member clubs and associations that is the main responsibility of Karate Wales.

Karate Wales takes its responsibilities for the protection of all karate students seriously and in particular all children and vulnerable adults who train in clubs associated with Karate Wales. All member clubs and associations will be supported by Karate Wales officers where issues about the management of safeguarding, and referrals of safeguarding concerns are identified. This support help clubs and associations amend their processes in order to improve their safeguarding practice. However, where any Karate Wales' member clubs or associations fail to comply with the agreed safeguarding standards, and continue to fail to amend their practice disciplinary action will be taken, which may culminate in a removal of membership by Karate Wales.

1.2 What are our safeguarding responsibilities?

This policy is about the work of Karate Wales and its member clubs and associations. Karate Wales' safeguarding policy covers both the generic safeguarding responsibilities, and child protection duties of providers of sporting activities. The meanings of safeguarding and child protection can be found in [Appendix 4](#).

Safeguarding is a broad term about ensuring children and vulnerable adults are kept safe from harm, and the statutory basis for this sits primarily within the [Social Services and Wellbeing \(Wales\) Act 2014](#)

Child Protection is about specific aspects of abuse of children, and how this is managed so as to make sure children are safe from abuse. Child Protection is a part of safeguarding, but deals specifically with aspects of abuse, such as physical abuse, sexual abuse, and neglect. These duties are defined under [The Children Act 1989](#) and [2004](#).

All Individual associations and clubs must have in place their own safeguarding/ child protection policies, and a model policy for this is set out in Appendix 6 [here](#). All club/ association safeguarding policies and procedures must cover all aspects where

children and vulnerable adults may be at risk. These include Enhanced DBS checking (with barred list checks) of all adults who are in regulated activity (this is defined in [Appendix 4](#)). That is any adult who is provide instruction (see [Appendix 7](#)), support and supervision, as well as the management of supervision, and who is involved in the procedures for responding to concerns or allegations which include onward referral to the local authority social services and police. The Karate Wales model policy for its member clubs and associations ([here](#)) should be adapted to meet the individual needs of each organisation, but must not reduce or remove its provisions.

1.3 Who has the key responsibility for safeguarding within Karate Wales?

The overall responsibility for ensuring safeguarding is in place rests with Karate Wales' President, who has delegated this function to a lead director and who is supported by a safeguarding officer.

The lead director will take strategic responsibility for ensuring Karate Wales discharges its legal responsibilities, and follows its policy and procedures. The safeguarding officer is responsible for acting as the first port of call for members, karateka, and parents in managing any disclosures or concerns raised directly with Karate Wales, including making onward referral to the relevant local authority social services and/or police.

Together, Karate Wales' lead safeguarding director and safeguarding officer will also ensure that each member club or association nominates its own safeguarding officer. They will ensure Karate Wales procedures for safeguarding and promoting the welfare of children and vulnerable adults comply with national guidelines and procedures, such as those set out on the Welsh Government's website [Safeguarding Wales here](#). For more detail see paragraph 3.2.1 and following, below.

Section 2 - Karate Wales' principles

Karate Wales is committed to upholding the safety and welfare of young people and vulnerable adults, therefore we are vigilant in all of our work. All Karate Wales' Board members, officers, and its member clubs and associations have a duty to report any disclosures or safeguarding concerns they may have.

This Policy sets out the procedures to be followed when reporting any such concerns.

2.1 The Key principles underpinning Karate Wales' safeguarding policy and procures

The underlying policies and procedures governing safeguarding in Wales are set out on the Welsh Government's website [here](#). The Wales Safeguarding Procedures have been designed to enable frontline practitioners and their managers to apply the legislative requirements and expectations of the [Social Services and Well-being \(Wales\) Act 2014](#). The aim is to improve person-centred outcomes for children at risk and adults at risk of abuse and neglect.

The key principles that underpin Karate Wales' safeguarding policy and the guidance for safeguarding children and vulnerable adults are contained in the following legislation

- [The Children Act 1989 and 2004](#);
- [The Human Rights Act 1998](#);
- [The Social Services and Wellbeing \(Wales\) Act 2014](#);
- [Sexual Offences Act 2003](#);
- [Safeguarding Vulnerable Groups Act 2006](#);
- [Protection of Freedoms Act 2012](#);
- [Data Protection Act 2018](#);
- [Domestic Abuse \(Violence against Women, Domestic Abuse and Sexual Violence \(Wales\) Act 2015](#).

These principles are explained in the documents

- ['Safeguarding Children: Working Together under the Children Act 2004'](#);
- [The 'UN Convention on the rights of the child'](#), to which Wales is a signatory;
- ['Keeping Learners Safe 2020](#);
- ['In Safe Hands: implementing Adult Protection Procedures in Wales'](#); and
- [Working Together to Safeguard People 2019](#).

With further explanation on the following websites

- The Welsh Government's website [Safeguarding Children](#), and the associated guidance documents;
- [Sports Wales](#) safeguarding in sport;
- [Club Solutions Wales](#);
- [NSPCC's Child Protection in Sport Unit \(CPSU\)](#).

See [Appendix 4](#) below for definitions of 'children' and 'vulnerable adults'.

2.2 Safeguarding Children

All children deserve the opportunity to achieve their full potential. They should be able to:

- Be as physically and mentally healthy as possible.
- Gain the maximum benefit possible from good quality sporting opportunities.
- Live in a safe environment and be protected from harm.
- Experience emotional wellbeing.
- Feel loved and valued, and supported by a network of reliable and affectionate relationships.
- Become competent in looking after themselves and coping with everyday living.
- Have a positive image of themselves and a secure sense of identity, including cultural and racial identity.
- Develop good interpersonal skills and confidence in social situations.

All Karate Wales' members working with children should:

- Treat children's welfare with utmost importance.
- Be alert to potential indicators of abuse and neglect, both within the dojo and in the child's home.
- Be alert to the risks which individual abusers, or potential abusers, may pose to children.
- Be aware of the effects of abuse and neglect on children.
- Contribute as necessary to all stages of the safeguarding process.

2.3 Safeguarding Vulnerable Adults

All adults who may be vulnerable to abuse also have the right to be protected from abuse and supported in seeking treatment and redress in the event that they have been abused.

Not all Karate Wales member clubs or associations will have [Vulnerable Adults](#) in their membership. However, there are an increasing range of opportunities for all people irrespective of their ability or disability to learn karate, and therefore an increasing number of karateka who may fall under the definition of 'vulnerable adult' will become members.

Section 3 Karate Wales' safeguarding policy

3.1 Policy and objectives

Karate Wales acknowledges its duty of care to safeguard and promote the welfare of children and vulnerable adults, and is fully committed to developing robust policy and procedures that minimise the risk of children and vulnerable adults experiencing abuse within the sport setting.

Karate Wales aims to ensure all children and vulnerable adults have a positive, enjoyable, and beneficial experience in karate in a safe and person-centred environment.

Karate Wales recognises that safeguarding is everyone's responsibility and expects all Karate Wales officers, instructors, coaches, volunteers, and members of its clubs and associations, to be fully committed to promoting and implementing this policy throughout the practice of karate.

This ***Safeguarding Children and Vulnerable Adults Policy and Procedures*** document is mandatory for everyone within Karate Wales. All Karate Wales officers and all member clubs and associations must demonstrate that they meet the standards set out in this policy and are required to comply with Karate Wales's safeguarding procedures and guidance for the duration of their involvement with Karate Wales.

In all aspects of Karate Wales' work, the needs, interests, and wellbeing of children, young people and vulnerable adults must be put above the needs and interests of all others. Hence, this policy, and the guidance contained within it, must have priority over all other policies and advice.

Through this guidance, and through appropriate training, we will raise the awareness of Karate Wales' members to their responsibilities for safeguarding and how to reduce the potential for abuse, and how to report concerns around abuse, neglect and unsafe professional practice both within Karate Wales' work, and that of its member clubs and associations.

3.2 How Karate Wales will discharge its responsibilities

3.2.1 Responsible officers

In order to ensure that Karate Wales discharges its responsibilities appropriately, it has:

1. A designated lead director, with responsibility for the strategic oversight of all aspects of safeguarding within Karate Wales as an organisation and within its membership and who also has management reporting responsibilities for safeguarding.
2. A designated safeguarding officer with the operational management responsibilities for safeguarding. These include taking any actions required of Karate Wales, and supporting Karate Wales' member clubs and associations when required of them. Also advising Karate Wales member clubs and

associations in the setting up and ongoing management of their own policies and procedures.

3.2.2 Safeguarding Management

The duties and obligations of Karate Wales, its lead director and safeguarding officer relies upon its associated clubs and associations complying with their duties and obligations (note paragraph 3.3.1 in particular). The safeguarding officer (or lead director if the safeguarding officer is not available) will

- Provide leadership and advice across Karate Wales in relation to all aspects of safeguarding.
- Act as the first point of contact within Karate Wales on safeguarding disclosures and referrals by Karate Wales.
- Support leaders in all Karate Wales' member clubs and associations in taking positive action to respond to allegations, suspicions, or incidents of abuse.
- Where concerns are reported direct to Karate Wales, make all necessary referrals, and record all information available and actions taken using Karate Wales' Initial Contact Form and safeguarding log, and monitor follow-up activity to ensure all appropriate action is taken.
- Monitor the nature and the outcome of referrals to recognise patterns; and in the case of allegations against a Karate Wales member, ensure Karate Wales' developmental support and disciplinary procedures are implemented where appropriate, and work closely with local authority social services and/ or the police as required;

The lead director will

- Ensure that Karate Wales' policies for managing safeguarding is reviewed at least every 3 years, on a programmed basis and kept up to date.
- Ensure that Karate Wales' procedures and guidance on managing safeguarding are reviewed every three years and kept up to date.
- Provide an annual safeguarding report to the Karate Wales AGM.
- Report regularly to the Karate Wales Board on safeguarding matters identified within Karate Wales and its member clubs and associations.

Working together, the Karate Wales lead director and safeguarding officer will

- Require all Karate Wales' member clubs and associations, as a condition of registration, appoint an officer who will have the key responsibility for safeguarding within their club or association.
- Ensure appropriate training is available to all Karate Wales' member clubs and associations regarding their duties for safeguarding, and which helps them to recognise, identify, and respond to signs of abuse, neglect, and other safeguarding concerns.
- Maintain a central contact list of safeguarding officers for member clubs/associations and publish this on Karate Wales website.
- Maintain a central record of Karate Wales instructors and others who have been DBS checked through its preferred body (see [Appendix 7](#)).
- Require all member clubs and associations, as a condition of membership, to inform Karate Wales of any concern raised against an adult member of their club or association who undertakes any leadership role.

- Ensure that all concerns, allegations or suspicions of abuse in relation to any child or vulnerable adult brought to its attention, are immediately reported to the Police where there is a suspicion of a crime, and to social services where a child or vulnerable adults might be at risk, and that all relevant information is shared to support these organisations to fulfil their safeguarding roles;
- Promote safe karate training practice and ensure appropriate, and timely action is taken to address poor practice.
- In the event of an allegation against a Karate Wales director, or officer, Karate Wales will take action to ensure children and vulnerable adults are protected.
- Require robust safe recruitment and selection processes are in place for Karate Wales and its member clubs and associations. This means ensuring Karate Wales' member clubs and associations take up references where appropriate as well as securing enhanced DBS checks with child workforce checks for all instructors and coaches, and the appropriate level of DBS checks for all volunteers and Karate Wales officers, (see [Appendix 7](#));
- In the event of relevant content being disclosed on a DBS certificate, for either a Karate Wales Board member, or at an individual club or association member level, Karate Wales will provide consistent advice regarding the acceptability or not of that individual. If the content refers to a workforce ban, that individual must be refused.

Karate Wales will review the effectiveness and implementation of the policy and procedures by:

- Undertaking annual checks as part of its membership renewal, in order to ensure all members, have appropriate safeguarding policies and procedures in place.
- Providing an annual report to the membership at its AGM on all matters relating to safeguarding.
- Providing routine reports to the Board on all matters relating to safeguarding at each meeting.
- Reviewing the outcomes for the child or vulnerable adult in cases where Karate Wales has taken action.
- Seek the views of key stakeholders in the provision of karate, including young people
- Develop and monitor an implementation plan that sets out how Karate Wales will work towards meeting the requirements of the [Framework for Safeguarding and Protecting Children in and through Sport \(NSPCC CPSU 2013\)](#).

3.3 How Karate Wales member clubs and associations will discharge their responsibilities?

3.3.1 The duties of Karate Wales member clubs and associations

All Karate Wales member clubs and associations have a duty of care to take reasonable steps to ensure the safety and wellbeing of children and vulnerable adults.

In order to discharge their safeguarding responsibilities, the chief instructors for each of Karate Wales' member clubs and associations will:

- Adopt the Karate Wales' model safeguarding policy and procedures ([see Appendix 6](#)) or adopt a club policy that complies with Regional Safeguarding Boards and Karate Wales' requirements;
- Identify a designated person within the club or association to take the lead responsibility for safeguarding. Where appropriate the club or association may appoint more than one person to undertake this role at the Chief instructor's discretion. This role should include:
 - ✓ Responding to allegations regarding child protection or abuse of vulnerable adults and all allegations of dangerous or poor practice in partnership with local statutory agencies and Karate Wales' lead officer where required
 - ✓ Notifying Karate Wales of any safeguarding concern raised against an adult member of their club or association who undertakes any leadership role
 - ✓ Promoting the welfare of children and vulnerable adults, and the importance of safeguarding within their club or association
 - ✓ Involving young people in the safeguarding process
 - ✓ Supporting all club or association staff and volunteers to understand their safeguarding role and responsibilities
 - ✓ Carrying out regular reviews of safeguarding within the club or association and ensure any identified risks are appropriately managed
 - ✓ Adhering to safe recruitment and selection practices
- Ensure all staff and volunteers who are working directly or indirectly with children receive appropriate training and have access to advice on child protection and safeguarding and promoting the welfare of children.
- Ensure all staff and volunteers doing regulated activity (as defined in [Appendix 4](#)) have an up to date (less than 3 years old) enhanced DBS check with child workforce check;
- Engage with young people and their parents/carers to encourage them to feel able to raise concerns and support them to understand how they can contribute to safeguarding.
- If safeguarding referrals are made direct to the club or association, its designated officer will make all necessary referrals, record referrals using the clubs or associations Initial Contact Form (a model is found at [Appendix 3](#)), and work closely with local authority social services and/ or the police as required. Following any referral, Karate Wales and its member clubs and associations will, where appropriate, support the investigation by the appropriate body of any individuals accused of abuse of a child/children or vulnerable adult.

In order to help its member clubs and associations, Karate Wales lead director, and safeguarding officer will provide guidance and support to help them in the development and delivery of their safeguarding responsibilities.

Karate Wales will maintain an oversight of how well members clubs and associations undertake enhanced DBS checks with child workforce checks for all instructors, coaches, and volunteers.

It is not the role of anyone within Karate Wales or its member clubs and associations to investigate suspected or alleged abuse. It is everyone's responsibility to ensure that all concerns are reported without delay, in line with Karate Wales' procedures, to Social Services and/or the Police.

Section 4 - Karate Wales Procedures. What do I need to do?

See the Flow Chart 1 Allegations against Karate Wales Board and officers identified below at [Appendix 1](#).

And

See the Flow Chart 2 Allegations against people in a Karate Wales member club or association identified below at [Appendix 2](#).

4.1 Everyone's Responsibility

If any person has knowledge, concerns or suspicions that a child is suffering, has suffered harm or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to social services or the police, who have the statutory duties and powers to make enquiries and intervene when necessary. This duty to report is defined in the [Social Services and Wellbeing Act 2014](#).

Everyone has a responsibility to respond to any concerns about the welfare of children, and vulnerable adults.

All of Karate Wales' members have a duty to report any safeguarding concerns irrespective of whether the cause of the concern is about a member of Karate Wales or about the home or community life of the karateka. Safeguarding concerns fall into two categories:

- Internal – arising from behaviour or experiences within Karate Wales provision particularly at one of its member clubs or associations (e.g. allegations of abuse taking place at a dojo, or perpetrated by a coach, or bullying by other karateka).
- External – arising from activity or settings outside Karate Wales or its member clubs or associations (e.g. allegations of abuse at home or serious bullying in school).

All such concerns should be raised in line with Karate Wales' procedures, and directly with the relevant local authority social services where a child is at risk or suspected of being at risk, and/or the police where a crime is suspected. In some cases, sharing a concern will not trigger an investigation, but may help social services to build up a picture, along with information from other sources, which suggests that a child may be at risk of harm.

4.2 Guidance on the procedure to follow in the event of alleged or suspected abuse or neglect, or the identification of unsafe working practices

The abuse of a child or vulnerable adult can arise in many different situations and contexts.

Safeguarding concerns may be raised by any Karate Wales member, a parent or a karateka, or the safeguarding officer may identify something of concern for themselves. Concerns may include emotional, physical, or sexual abuse. It may also include inappropriate actions or behaviour from a coach, instructor or other karateka, or the inappropriate care or neglect of a child or vulnerable adult within the home. In all cases, the Karate Wales member must act on this immediately.

It is not the role of anyone within Karate Wales to investigate possible abuse but it is essential that all members, including instructors, coaches, and volunteers, clearly understand the action that must be taken in the event of:

- A direct disclosure of abuse from a child or vulnerable adult.
- A disclosure from an adult of abuse that occurred during their childhood (historical abuse).
- Observed abuse, neglect, or poor practice.
- Concerns arising from changes in a child's behaviour, appearance or relationships, or other possible indicators of abuse.
- A report about a concern or alleged abuse from a third party (e.g. another child or adult within the club) or via an external organisation.

Where there are concerns that are clearly not abusive, but suggest poor or unsafe practice, the club/ association's safeguarding officer should raise this directly with Karate Wales' safeguarding officer (or lead director).

The Karate Wales incident referral form is here, copy this URL into your search engine to find it.

https://docs.google.com/forms/d/1bXSedYOhx2X2tNFAU7JHdoxid_uqa9xjG-1NekwHGgs/edit

4.3 When a disclosure is made about the work of Karate Wales, its directors and/or officers

Procedures

The following procedures outline the steps that should be taken and provides guidance on sharing relevant information with social services and/or police and other relevant organisations without delay and within agreed protocols.

Where necessary, in order to protect anyone at risk, there are no legal or ethical restrictions on sharing important information within Karate Wales or with other agencies, if it is for safeguarding purposes. However, Karate Wales will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the child or vulnerable adult or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime.

Flow Chart 1 Allegations against the Karate Wales Board and officers ([here](#))

Any concerns about a Karate Wales director or officer should be raised directly with the Karate Wales safeguarding officer. If an allegation is against the safeguarding officer the matter should be raised with the lead director for safeguarding.

In response to a disclosure to the Karate Wales safeguarding officer or lead director they will do the following:

- Where a child may be at risk, Karate Wales' safeguarding officer should contact the local authority social services and/or the police. Where the importance of the allegation is unclear, the local authority social services will always provide advice and guidance on how to take the matter forward.
- Where the issue may relate to poor professional practice that raises concerns about the suitability of an adult to continue working with children or vulnerable

adults, but is not being dealt with by social services or police, the safeguarding officer will follow the matter through with Karate Wales' lead director and then with the relevant club or association.

- Karate Wales does not have an employer's responsibility for chief instructors, club instructors or volunteers, and therefore cannot suspend anyone pending an investigation, that duty falls to the individual club or association. Karate Wales will support the chief instructor, or club management in their implementation of this action. However, failure by a club or association to suspend when instructed to do so will result in disciplinary action against the club or association by Karate Wales.
- A record of all actions taken and advice given should be made on the initial contact form ([here](#)), which should then be kept for a minimum of 10 years with regard to professional practice, and kept for 50 years with regard to a Child Protection issue. This record may be called as evidence by a local authority social services professional strategy meeting at some point in the future.
- It is not the role of Karate Wales or its member clubs or associations to investigate or seek out evidence on matters relating to referable child protection concerns and they must not attempt to do so.

When in receipt of an allegation

If a concern or allegation is raised with the Karate Wales safeguarding officer or lead director, they should:

- Not promise to keep what they have been told secret or confidential, but explain that they are obliged to pass this information on as they have a responsibility to share information with those who need to know. Reporting concerns is not a betrayal of trust.
- Listen carefully and sympathetically.
- Seek help from medical services, social services, or the police if there is an immediate risk.
- Clarify what has happened but try to ask as few questions as possible.
- Stay calm and ensure that the child or vulnerable adult feels safe and is not at any immediate risk.
- Show the child or vulnerable adult that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the child or vulnerable adult to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child or vulnerable adult repeat their account.
- Reassure the child or vulnerable adult that they have done the right thing in revealing the information.
- Explain what actions must be taken, in a way that is appropriate to the age and understanding of the child or vulnerable adult.
- Record on the initial contact form ([here](#)) what was said using the child's/ vulnerable adult's or reporting person's own words as soon as possible, but no later than 24 hours after, what you have been told, using the exact words if possible.

The following information should be recorded:

- Personal details of the child or vulnerable adult concerned including their full name, age or date of birth, gender, race, ethnic origin, and address.
- Details of their parent/carer.

- The nature of the concerns.
- How and why those concerns have arisen.
- Description of any visible injuries including bruising.
- Any observed changes in child's or vulnerable adult's behaviour, relationships, etc.
- Detailed description of any account of how any injuries occurred.
- Any times and dates or other relevant information.
- A clear distinction between what is fact, hearsay, or opinion.
- Full details where known about the alleged abuser. Where possible include their full name, date of birth, address, relationship to the child or vulnerable adult concerned and/or position held in the club, if any.
- Any information you have on a child's developmental needs.
- Information about the person making the referral, including contact details, role, and relationship to the child.
- The contact details of the social services duty officer or police officer to whom the concerns were passed, together with the time and date of the call, the case reference number, and any agreed action to be taken should be recorded.
- This record should then be kept for a minimum of 10 years with regard to professional practice, and kept for 50 years with regard to a Child Protection issue. This record may be called as evidence by a local authority social services professional strategy meeting at some point in the future. There are no legal or ethical restrictions on sharing information within Karate Wales or with other agencies if it is for safeguarding purposes.
- It is not the role of Karate Wales or its member clubs or associations to investigate or seek out evidence on matters relating to referable Child Protection concerns and they must not attempt to do so.

Actions to avoid

- Dismissing the concern.
- Panicking.
- Allowing shock or distaste to show.
- Probing for more information than is offered.
- Promising to keep the disclosure secret.
- Speculating or making assumptions.
- Approaching the accused person (this may put a child at further risk and/or jeopardise a criminal investigation).
- Investigation of the disclosure.
- Making negative comments about the accused person.

4.4 When a disclosure is made to a Karate Wales member club or association

Flow Chart 2 Allegations against people in a Karate Wales member club or association ([Here](#))

Karate Wales's membership is made up from independent karate clubs and karate associations. Each independent club, and each association should have its own safeguarding officer. Where appropriate the club or association may appoint more than one person to undertake this role at the Chief instructor's discretion. This

officer may be an instructor, coach, or volunteer, but should where possible not be the chief instructor. This allows for concerns to be raised about the safeguarding officer with the chief instructor, and likewise the concerns about the chief instructor with the safeguarding officer.

Where it is not possible to recruit a safeguarding officer, the chief instructor must undertake that role. The club's or associations' Policy must in those circumstances point any concerns or allegations against the chief instructor to the Karate Wales' safeguarding officer or lead director.

All of Karate Wales' members have a duty to report any safeguarding concerns. All such concerns should be raised directly with the relevant local authority social services where a child is at risk or suspected of being at risk, and/or the police where a crime is suspected.

Regardless of how concerns have arisen, the person who received the disclosure or witnessed an incident must ensure the information is reported. They must not allow personal opinions regarding the credibility of any individual, or the information they have received, to prevent them from making the referral. They should not worry that they may be mistaken as the responsibility to make the assessment of the concern rests with the statutory agencies.

A concern may be raised with any Karate Wales member about a safeguarding matter or they may identify a concern for themselves. This may include Child Protection issues such as emotional, physical, or sexual abuse. It may also include inappropriate actions or behaviour from a coach or instructor, or the inappropriate care or neglect of a child or vulnerable adult within the home. In all cases, the Karate Wales member must act on this immediately. These concerns should be raised directly with the club or association's safeguarding officer who will be identified through their website and/or safeguarding policy which is available to all of the members of that club or association.

In response to a disclosure to a Karate Wales club or association, the safeguarding officer (or the chief instructor where the concern is about the safeguarding officer) will do the following:

- After a disclosure, the club/ association safeguarding officer should always record all relevant details on the club/associations initial contact form, (a model form can be found at [Appendix 3](#) below).
- Where a child may be at risk, the club or association safeguarding officer (or chief instructor), should contact the local authority social services and/or the police. Where the importance of the allegation is unclear, the local authority social services will always provide advice and guidance on how to take the matter forward.
- Where the issue may relate to poor professional practice that raises concerns about the suitability of an adult to continue working with children or vulnerable adults, but not a direct safeguarding matter for the local authority social services or police, the safeguarding officer will follow the matter through with the club or associations chief instructor or the Karate Wales safeguarding officer, with regard to how they should deal with the issue raised.
- Where the concern is about the chief instructor the local authority's social services should always be consulted. If the social services advise that the matter is not a child protection concern, but rather about professional practice,

referral should be made to the Karate Wales safeguarding officer or lead director.

- Inform the Karate Wales lead director of any referral about any adult in a leadership role within the club or association.

When in receipt of an allegation

In response to a disclosure to the club or association's safeguarding officer:

- Do not promise to keep what you have been told secret or confidential, but explain that you are obliged to pass this information on as you have a responsibility to share information with those who need to know. Reporting concerns is not a betrayal of trust.
- Listen carefully and sympathetically.
- Seek help from medical services, social services, or the police if there is an immediate risk.
- Clarify what has happened but try to ask as few questions as possible.
- Stay calm and ensure that the child or vulnerable adult feels safe and is not at any immediate risk.
- Show the child or vulnerable adult that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the child or vulnerable adult to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child or vulnerable adult repeat their account.
- Reassure the child or vulnerable adult that they have done the right thing in revealing the information.
- Explain what actions must be taken, in a way that is appropriate to the age and understanding of the child or vulnerable adult.
- Record in writing on the initial contact form what was said using the child's/ vulnerable adult's or reporting person's own words as soon as possible, but no later than 24 hours after, what you have been told, using the exact words if possible.

The following information should be recorded:

- Personal details of the child or vulnerable adult concerned including full name, age or date of birth, gender, race, ethnic origin, and address.
- Details of parent/carer.
- The nature of the concerns.
- How and why those concerns have arisen.
- Description of any visible injuries including bruising.
- Any observed changes in child's or vulnerable adult's behaviour, relationships, etc.
- Detailed description of any account of how any injuries occurred.
- Any times and dates or other relevant information.
- A clear distinction between what is fact, hearsay, or opinion.
- Full details where known about the person the concern or allegation is raised. Where possible include their full name, date of birth, address, relationship to the child concerned and/or position held in the club, if any.
- Any information you have on a child's developmental needs.
- Information about the person making the referral, including contact details, role, and relationship to the child.

- The contact details of the social services duty officer or police officer to whom the concerns were passed, together with the time and date of the call, the case reference number, and any agreed action to be taken should be recorded.
- Ensure you keep any class records such as registers, accident, or incident report etc. which may assist the police or social services.

This record should then be kept for a minimum of 10 years with regard to professional practice, and kept for 50 years with regard to a Child Protection issue. This record may be called as evidence by a local authority social services professional strategy meeting at some point in the future. There are no legal or ethical restrictions on sharing information within Karate Wales or with other agencies, if it is for safeguarding purposes

It is not the role of Karate Wales or its member clubs or associations to investigate or seek out evidence on matters relating to referable Child Protection concerns and they must not attempt to do so

Actions to avoid

- Dismissing the concern.
- Panicking.
- Allowing shock or distaste to show.
- Probing for more information than is offered.
- Promising to keep the disclosure secret.
- Speculating or making assumptions.
- Approaching the accused person (this may put a child at further risk and/or jeopardise a criminal investigation).
- Investigation of the disclosure.
- Making negative comments about the accused person.
- Do not promise confidentiality but explain that you are obliged to pass this information onwards.
- Listen carefully and sympathetically.
- Seek help from medical services, social services, or the police if there is an immediate risk.
- Clarify what has happened but try to ask as few questions as possible.

4.5 Addressing Issues through Developmental Support and Final Disciplinary Action

Karate Wales takes seriously its responsibilities for the protection of all karate students who train in its member clubs and assns. It is therefore important that all of Karate Wales' member clubs and associations follow this safeguarding policy and procedures in full. If a member feels unable to fully adopt these or declines to do so, Karate Wales will put in place developmental support measures to help clubs and associations amend their processes in order to improve their safeguarding practice. However, as a last resort, should any Karate Wales' member clubs or associations fail to comply with the agreed safeguarding standards, and continue to fail to amend their practice, disciplinary action will be taken. This may culminate in a removal of membership by Karate Wales. This is because the protection of children and

vulnerable adults is a top priority, and must come before all other issues or relationships within member clubs and associations.

All concerns that relate to Karate Wales officers, chief instructors, other members, or volunteers will be taken very seriously. In order to do this, it is important that Karate Wales' policy is followed in full. Where there is an allegation against someone within Karate Wales, it may be referred to the police or local authority social services. This in turn may result in an investigation such as:

- Criminal - conducted by the police.
- Child protection - carried out under the auspices of the [Social Services and Wellbeing Act 2014](#) by social services and police.
- Karate Wales disciplinary - conducted by the organisation on conclusion of statutory agency investigations.
- Where there are allegations or concerns about any individual within a Karate Wales member club or association, or if there are any concerns about the management of safeguarding, karate Wales will work closely with that member in order to support them as they address these.

In those circumstances the statutory agencies may require the individual to be placed under suspension pending the outcome of official enquiries. Karate Wales does not have an employer's responsibility for chief instructors, club instructors or volunteers. Therefore, Karate Wales cannot suspend anyone pending an investigation, that duty falls to the individual club or association. Karate Wales will support the chief instructor or club management in their implementation of this action. However, failure by a club or association to suspend when instructed to do so by a statutory agency will result in disciplinary action against them by Karate Wales.

When development support or disciplinary action is required, Karate Wales will:

- Convene a development support and disciplinary panel consisting of three members of Karate Wales. At least one member will be from the Karate Wales Board. All members must be independent of the individual(s) subject to the process, and independent of the relevant club(s) or association(s).
- Consider what support and/or guidance is necessary to help the club or association to identify and address the issues that prevent it fully complying with the policy and procedures.
- Arrange for mentoring or coaching or template documents or other support processes for those which need this.

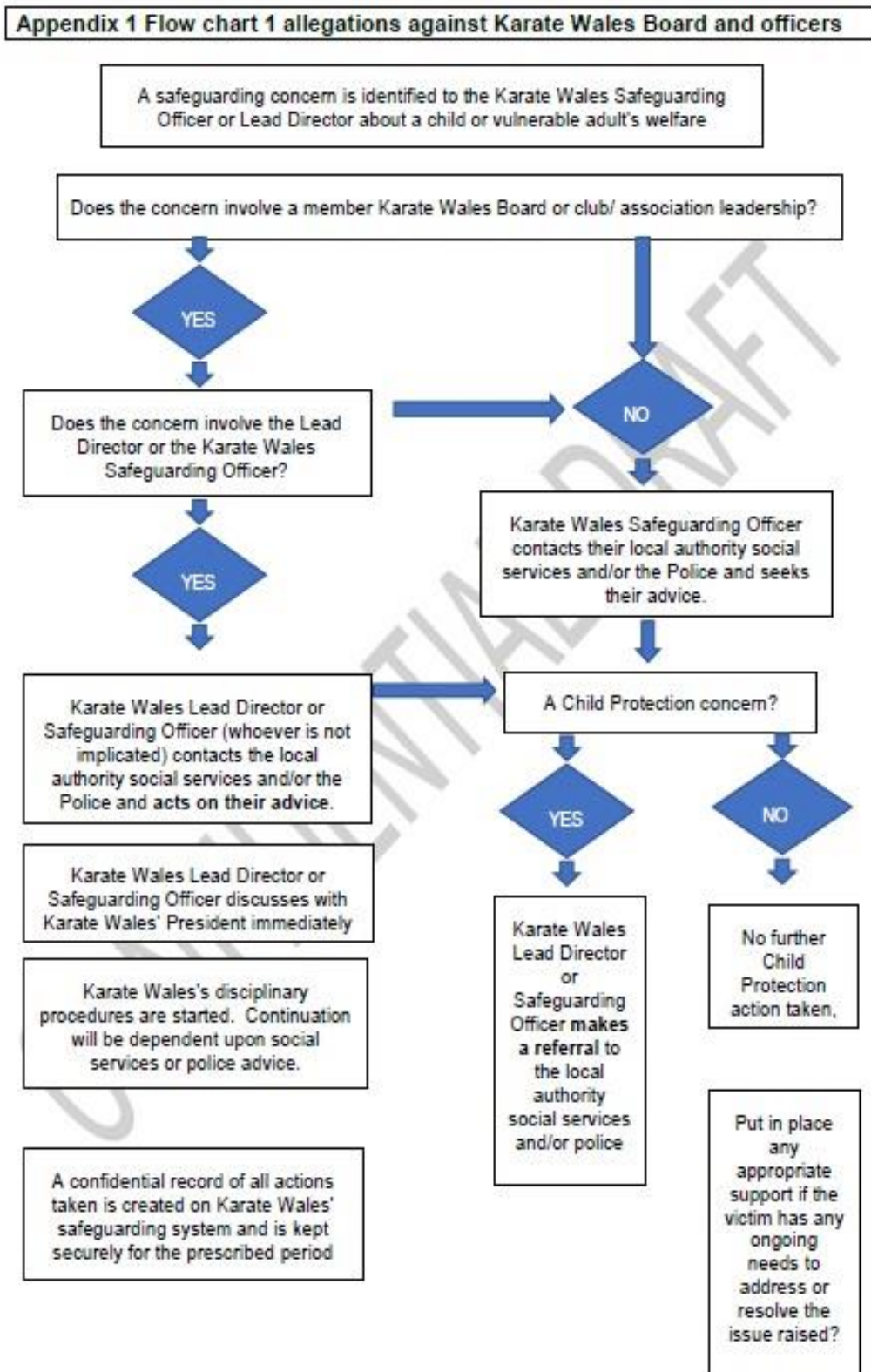
Where necessary the panel will

- Work closely with social services and police and attend professional strategy meetings as required.
- In the case of a referral against a Karate Wales member, with guidance from the statutory authority, consider whether the alleged abuser has access to children or vulnerable adults elsewhere and if so, who needs to be informed.
- Follow up any external investigation and irrespective of the findings of a police/social Services investigation, the panel will conduct an internal

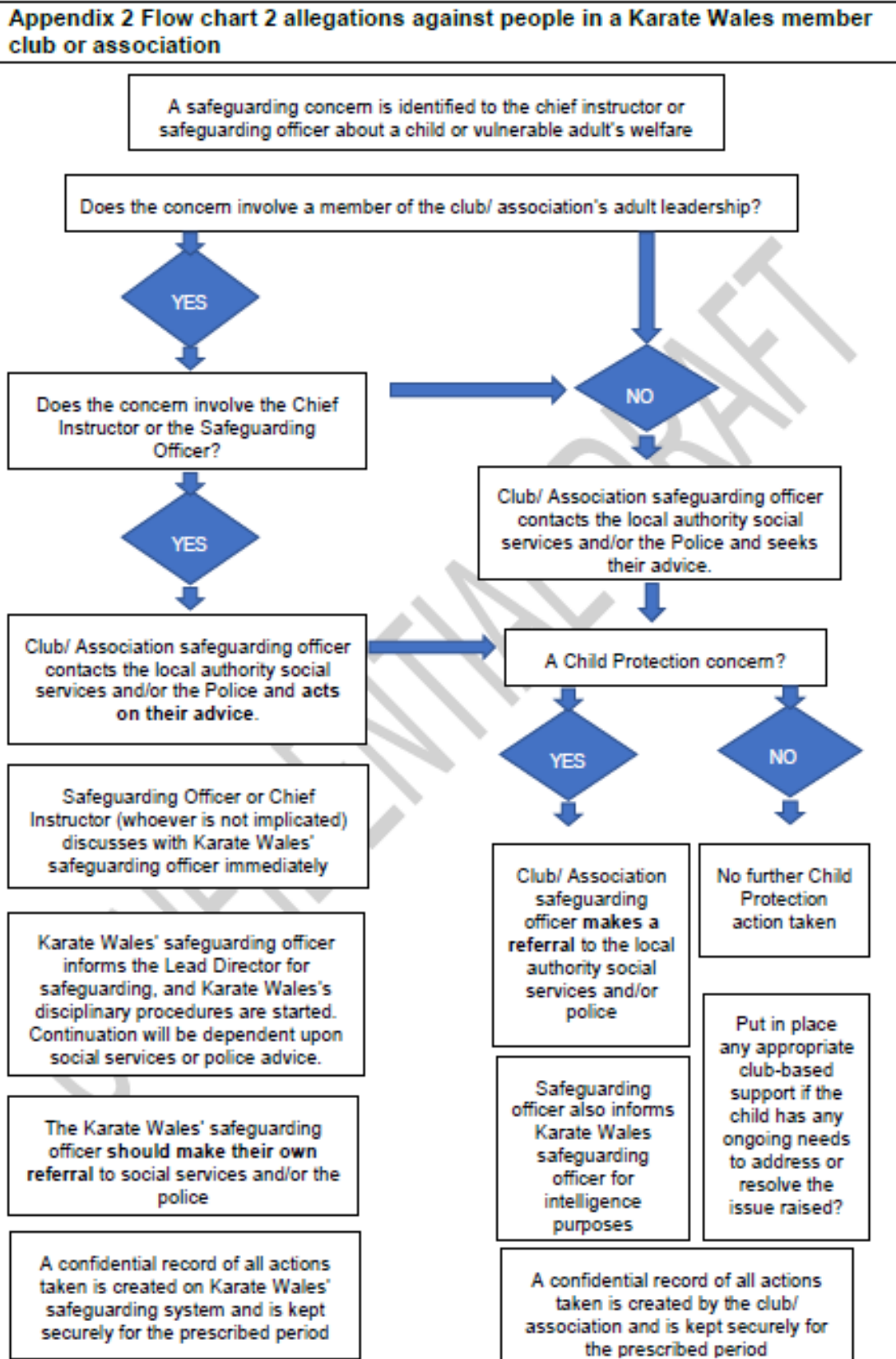
investigation to determine what, if any action is required to ensure children are safeguarded within karate.

- Where disciplinary action is deemed appropriate, the civil standard of proof of the 'balance of probability' will be applied. Thus, the decision will rest on whether it is **more likely than not** that the allegation is true. The conclusions drawn will be either 1) **Substantiated**: there is clear evidence that this allegation is true. 2) **Not substantiated**: there is clear evidence that this allegation is untrue. 3) **Inconclusive**: The evidence does not allow us to reach a conclusion on the balance of probabilities. There is some guidance [here](#).
- Where a conclusion of 'substantiated' or 'inconclusive' is reached, Karate Wales has a statutory obligation to make a referral to the Disclosure Barring Service. In particular this applies to anyone who has been excluded from Karate Wales (or would or might have been excluded if the individual had not otherwise ceased involvement in Karate Wales) on the grounds that there are concerns that harm or risk of harm has occurred to a child or vulnerable adult;
- On completion of any formal disciplinary action, the Karate Wales lead director and safeguarding officer will review the case(s) and ensure any preventive measures within Karate Wales' member clubs' and association's provision are addressed.

Appendix 1: Flow chart 1 allegations against Karate Wales Board and officers



Appendix 2: Flow chart 2 allegations against people in a Karate Wales member club or association



Appendix 3: How to Record Concerns

Initial Contact and Case Management Form	
The following information is CONFIDENTIAL. However, safeguarding information may be shared with other agencies such as the police and social services.	
Date referral received:	
Informant's details	
Name of the informant/caller:	
Telephone number of informant/caller:	
Email address:	
Address of informant/caller:	
Child's, young person's, or vulnerable adult's details	
Full name of child, young person, or vulnerable adult :	
Date of birth if known:	
Address if known:	
Incident or Referral details	
Place where the alleged incident/s took place	
Contact name and address of the place where this took place if known	
Time(s) and date(s) when the alleged incident/s occurred:	
Case Management Actions	
Date referred onwards and to whom:	
Has anyone else been informed of these allegations?	
If yes please give their name and contact details	
Broad nature of the allegation e.g. bullying; abuse by professional; safeguarding issue at home etc	
Keep an ongoing record here of all actions and all intelligence	

that arises from the management of this case	
Name of person completing this form:	
Case Numbers	
Karate Wales/ or clubs Unique Reference Number	
Local authority social services or Police reference Number	
Date Added to the Safeguarding Log	

The electronic version of Karate Wales incident referral form is [here](#).

Appendix 4: Glossary of terms and definitions

ACEs	Adverse Childhood Experiences (ACEs) are traumatic experiences that occur before the age of 18 and are remembered throughout adulthood. They include child maltreatment such as physical, sexual, and verbal abuse and neglect, and wider experiences of household dysfunction, such as growing up in a household affected by domestic violence, parental separation, alcohol and drug use, mental illness, or parental incarceration.
Carer	A carer is someone who has the responsibility for providing or arranging care for someone else who, because of long term illness or disability or age, is not able to care for him or herself.
Child	Section 175 of the Education Act 2002 and section 3 of the Social Services and Well-being (Wales) Act 2014 defines a child as a person under the age of eighteen. The Welsh Assembly Government (2007) document 'Safeguarding children: working together under the Children Act 2004' explains that a child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout that document. The fact that a child has become sixteen years of age is living independently or is in Further Education, or is a member of the armed forces, or is in hospital, or in prison or a young offenders institution does not change their status or their entitlement to services or protection under the Children Act 1989.
Child at risk	The Social Services and Well-being (Wales) Act 2014 defines a "child at risk" as a child who: a) is experiencing or is at risk of abuse, neglect, or other kinds of harm; and b) has needs for care and support (whether or not the local authority is meeting any of those needs).
Child protection	Child protection is a part of safeguarding and promoting wellbeing. This refers to the activity that is undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect. <ul style="list-style-type: none"> ● Child Protection is part of safeguarding process, protecting individual children identified as suffering or likely to suffer significant harm. ● The statutory base for Child Protection is found within The Children Act 1989 and 2004; ● Child Protection is about the protection of children from violence, exploitation, abuse, and neglect. ● Article 19 of the UN Convention on the rights of the child provides for the protection of children in and out of the home.
Disabled:	The Disability Discrimination Act (1995) defines a person as having a disability 'if he has a physical or mental impairment which has substantial and long-term adverse effect on his ability to carry out normal day to day activities'.

Development	Physical, intellectual, emotional, social, or behavioural development.
Harm	The ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
Health	Physical or mental health.
In loco parentis:	In loco parentis (from Latin meaning ‘in place of a parent’) refers to a person who has been given explicit permission to assume parental responsibility for a child by his or her parents or legal guardian.
Neglect	The Social Services and Well-being (Wales) Act 2014 defines neglect as “a failure to meet a person’s basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person’s wellbeing (for example, an impairment of the person’s health or, in the case of a child, an impairment of the child’s development)”.
Promoting the wellbeing of children	<p>There is an overarching duty to seek to promote the wellbeing of people who need care and support and carers who need support. The Social Services and Well-being (Wales) Act 2014 defines wellbeing in relation to any of the following:</p> <ul style="list-style-type: none"> ● physical and mental health and emotional wellbeing. ● protection from abuse and neglect. ● education, training, and recreation. ● domestic, family, and personal relationships. ● contribution made to society. ● securing rights and entitlements. ● social and economic wellbeing. ● suitability of living accommodation. <p>In relation to a child, “wellbeing” also includes:</p> <ul style="list-style-type: none"> ● physical, intellectual, emotional, social, and behavioural development. ● “welfare” as that word is interpreted for the purposes of the Children Act 1989.
Regional Safeguarding Boards (RSB)	Regional Safeguarding Boards (RSB) are strategic bodies with responsibilities under The Social Services and Wellbeing (Wales) Act 2014 , to help ensure effective safeguarding of children and vulnerable adults across key agencies.
Regulated activity	<p>Regulated activity is the term used to describe certain job functions carried out by an employee as defined by the Disclosure and Barring Service (DBS). These requirements are important as they determine eligibility for an Enhanced Level DBS check and a check of the DBS Barred Lists.</p> <p>Examples of activities with children that are regulated activity relevant to Karate Wales would include adults who are karate instructors, karate coaches, or adults who are not the parents and who chaperone children on behalf of Karate Wales or a member club whilst travelling or attending competitions.</p> <p>The DBS tool for checking eligibility can be found here.</p>

	<p>Regulated activity for vulnerable adults: This is unlikely to impact on Karate Wales unless the activity includes some form of personal support such as assisted changing, or feeding for adults with disabilities.</p> <p>Regulated activity: What work will the role involve? Ask yourself</p> <ul style="list-style-type: none"> ● Will the work involve teaching, training, or supervising children? ● Will the work be supervised? (click here for DfE guidance about supervision); ● Will the employee be carrying out the work frequently? (defined as once a week or more often, or on 4 or more days in a 30-day period, or overnight). ● Will the work involve the provision of Health Care or Personal Care to a child? (this does not have to be done frequently as defined above).
<p>Need to know:</p>	<p>In the context of sharing confidential information, disclosing details only to those people who have to be informed in the interests of a child or children.</p> <p>The factors that need to be considered when determining whether to disclose information include: the reason for sharing the information; the level of detail that needs to be disclosed; with whom the information will be shared; and whether disclosing the information is a proportionate response to the need to protect a child from harm.</p>
<p>Safeguarding children and the Social Services and Wellbeing Act 2014</p>	<p>Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers.</p> <p>The Social Services and Wellbeing Act 2014 reinforced existing safeguarding arrangements for children and vulnerable adults through the introduction of a new duty for statutory partners including all providers of direct services to children to report to the local authority any 'child at risk'. This direction includes Karate Wales' members clubs and associations.</p> <p>Whilst there is no statutory definition of safeguarding, 'Safeguarding children: working together under the Children Act 2004' sets out that safeguarding and promoting the welfare of children is concerned with:</p> <ul style="list-style-type: none"> ● Protecting children from abuse and neglect. ● Preventing impairment of their health or development. ● Ensuring that they receive safe and effective care ...so as to enable them to have optimum life chances.
<p>Safeguarding vulnerable adults</p>	<p>In respect of safeguarding vulnerable adults, again, there is no statutory definition. Whilst 'In Safe Hands: implementing Adult Protection Procedures in Wales' contains no definition of safeguarding of vulnerable adults, it does separately define the concepts of a 'vulnerable adult' and 'significant harm' (see below for these definitions).</p> <p>Essentially, all vulnerable adults have the right to be protected from abuse and neglect, the right to receive proper care and be</p>

	supported in seeking help in the event that they have been abused.
Significant harm	Section 31(10) of the Children Act 1989 states that “where the question of whether harm suffered by a child is significant turns on the child’s health or development, his health or development shall be compared with that which could reasonably be expected of a similar child”.
Local authority Social Services:	Providers of a local authority’s social services functions with regard to children and adults.
Vulnerable Adult’	<p>The definition of a ‘Vulnerable Adult’ is set out in section 126 of the Social Services and Wellbeing (Wales) Act 2014.</p> <p>(1) An “adult at risk”, for the purposes of this Part, is an adult who—</p> <p>(a) is experiencing or is at risk of abuse or neglect</p> <p>(b) has needs for care and support (whether or not the authority is meeting any of those needs)</p> <p>(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</p> <p>What are safeguarding risks to Children and vulnerable adults?</p> <p>The Social Services and Wellbeing Act (Wales) 2014 Appendix 3: How to Record Concerns came into force in April 2016. The Act contains the following definitions of abuse and neglect: “abuse” means physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place) “neglect” means a failure to meet a person’s basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person’s wellbeing. For example, an impairment of the person’s health or, in the case of a child, an impairment of the child’s development.</p>
Wellbeing	Section 2 of the Social Services and Well-being (Wales) Act 2014 defines wellbeing as including “welfare” as that word is interpreted for the purposes of the Children Act 1989.

Appendix 5: What is Abuse and Poor Practice?

What are the safeguarding risks to Children and vulnerable adults?

Recognising Abuse

Children and vulnerable adults can be abused either through someone inflicting harm, or failing to act to prevent harm. Abuse can be carried out by someone known to them or (more rarely) by a complete stranger, and by men, women, or children. It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.

Abuse in all of its forms can affect a person at any age and its impact can be so damaging that, if not treated, it may follow a child into adulthood. It is important that everyone understands what constitutes abuse, indicators of abuse, what to do, and where to seek advice if abuse is suspected or alleged.

Child protection and abuse	
Emotional Abuse	<p>The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.</p> <p><i>Within sport examples of emotional abuse may include:</i></p> <ul style="list-style-type: none"> ● <i>continually diminishing a child's efforts.</i> ● <i>placing intolerable pressure on a child to train and/or win.</i> ● <i>imposing developmentally inappropriate expectations on a child.</i>
Neglect	<p>The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.</p> <p><i>Neglect in a sport may occur if the responsible adult fails to adequately look after children in their care, leading them to be placed at risk of harm for example by consistently failing to ensure the use of appropriate protective equipment or clothing suitable to adverse weather conditions.</i></p>
Physical Abuse	<p>This includes hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.</p> <p><i>In sport an example of physical abuse could include:</i></p> <ul style="list-style-type: none"> ● <i>provision of performance enhancing drugs.</i> ● <i>forcing a child into a physically exhausting and painful training regime.</i> ● <i>designing an intensity of training that fails to consider the capacity of the child's immature and growing body.</i> ● <i>hitting or slapping a child as a form of punishment.</i>

Sexual abuse	<p>Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:</p> <ul style="list-style-type: none"> ● Physical contact, including penetrative or non-penetrative acts. ● Non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities. ● Encouraging children to behave in sexually inappropriate ways. ● Organised trafficking of children for sexual exploitation. <p>In relation to adults at risk, the Act states that sexual abuse includes rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent and/or was pressured into consenting.</p> <p><i>In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to sexually abusive situations developing. There have been a significant number of sexual abuse cases in sport, many of which have involved coaches, both male and female, who have manipulated the child and abused their position of trust.</i></p>
Other forms of Abuse	
Abuse of a Position of Trust	<p>A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person. The Sexual Offences Act (2003) states that it is a criminal offence for a person in a position of trust defined within the scope of the Act, to engage in any sexual activity with a person over sixteen but under the age of 18 with whom they have a relationship of trust, irrespective of whether the young person has ostensibly consented to the relationship.</p> <p>Although the law does not currently apply to coaches and others involved in sports clubs, Karate Wales considers that it is completely unacceptable for anyone to engage in sexual activity within a relationship of trust.</p> <p>It must be stressed that it is always the responsibility of the adult to ensure that his or her conduct is acceptable.</p> <p>Appropriate boundaries in all relationships of trust must be maintained and adults must not behave in a manner that would encourage any attraction to develop. However, in the event that a young person displays signs of attraction to the adult within the relationship of trust, this must be reported to the club safeguarding officer. If appropriate, the adult may need to remove themselves from the relationship of trust.</p>
Bullying	<p>Bullying is always a form of abuse and a safeguarding matter. It may be perpetrated by another young person or group of people, or by an adult. Bullying is defined as</p>

	<p>deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can be split into the following categories:</p> <ul style="list-style-type: none"> ● Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures). ● Physical - pushing, kicking, hitting, punching or any use of violence. ● Racist - racial taunts, graffiti, gestures. ● Sexual - unwanted physical contact or sexually abusive comments. ● Gender or sexual identity based - such as name calling or physical attacks because of homophobic or trans related prejudice. ● Verbal - name-calling, sarcasm, spreading rumours, teasing. ● Cyber - all areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls. Misuse of associated technology, e.g. camera & video facilities. <p>In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour.</p> <p>Signs of bullying include:</p> <ul style="list-style-type: none"> ● behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions. ● an unexplained drop off in performance. ● physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, and bruising, damaged clothes, bingeing e.g. on food, alcohol, or cigarettes. ● a shortage of money or frequent loss of possessions.
<p>Extremism and Radicalisation</p>	<p>Young people may be inadvertently drawn into extremist thinking or behaviour through the deliberate grooming by others. This may lead them into a range of inappropriate or illegal activity, including the grooming and recruitment of other young people. <i>The Counter-Terrorism and Security Act 2015</i> (The Act) came into force in July 2015. Section 26 of the Act places a duty on ‘specified authorities’ (listed in Schedule 6 to the Act), in the exercise of their functions, to have ‘due regard to the need to prevent people from being drawn into terrorism’. What the duty means in practice is set out in the Act and the accompanying Prevent duty guidance under section 29 of the Act.</p> <p>This legislation places a duty on ‘specified authorities’ to have ‘due regard to the need to prevent people from being drawn into terrorism’.</p>

<p>Female genital mutilation (FGM)</p>	<p>Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured, or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.</p> <p>Professional health workers and professionals regulated through the Wales Education Workforce Council (i.e. teachers and youth workers) have a statutory duty to report any incident of FGM they become aware of, in under 18-year-olds to the police. The FGM duty came into force on 31 October 2015. Sports coaches do not have this duty. However, FGM is child abuse and a form of violence against women.</p>
<p>Financial abuse</p>	<p>Financial abuse in relation to people who may have needs for care and support includes having money or other property stolen, being defrauded, being put under 12 pressure in relation to money or other property and having money or other property misused,</p>
<p>Grooming</p>	<p>Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and abuse them.</p> <p>Children and young people who are groomed can be sexually abused, exploited or traffic</p> <p>Anybody can be a groomer, no matter their age, gender, or race.</p> <p>Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.</p> <p>Children and young people can be groomed online, in person or both – by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them – like a teacher, faith group leader or sports coach.</p> <p>How a child is groomed can take different forms. This could be:</p> <ul style="list-style-type: none"> ● a romantic relationship. ● as a mentor. ● an authority figure. ● a dominant and persistent figure. <p>It is important to remember that children and the adults closest to them may not understand they've been groomed. This can lead to complicated feelings, like loyalty, admiration, love, as well as fear, distress, and confusion, and may become a barrier to referring alleged grooming onwards.</p>

<p>Poor practice, developmental support, and disciplinary action</p>	<p>There are some behaviours or practices that would be considered poor practice and although highly unacceptable within the sport, would not be fully captured by the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence.</p> <p>In some cases, there is a fine line between poor practice and abuse and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consideration by the safeguarding officer, senior officials and, if appropriate, following consultation with statutory authorities and Karate Wales a concern is deemed to be a matter of poor practice rather than abuse, a suitable course of remedial action should be agreed.</p> <p>Where possible poor practice will be addressed and resolved through guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate. However, in some instances, poor practice concerns need to be managed as a disciplinary matter by invoking the appropriate policy and procedures.</p>
<p>Psychological abuse</p>	<p>Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks. Coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation, or other abuse that is used to harm, punish, or frighten the victim.</p>
<p>Practices never to be sanctioned</p>	<p>The following practices are known to be significant risk factors in cases of abuse and can never to be condoned:</p> <ul style="list-style-type: none"> ● Taking children to your home or other secluded place unaccompanied by others. ● Engaging in rough, physical, or sexually provocative games. ● Sharing a room with a child. ● Allowing or engaging in any form of inappropriate touching. ● Making sexually suggestive remarks. ● Reducing a child to tears as a form of control. ● Allowing children to use inappropriate language unchallenged. ● Allowing allegations made by a child to go unchallenged, unrecorded, or not acted upon. ● Carrying out personal care for a child that the child can do unaided. ● Departing from the premises without first supervising the safe dispersal of the children. ● Abusing a privileged position of power or trust. ● Resorting to bullying tactics, or verbal abuse.

	<ul style="list-style-type: none"> ● Causing a participant to lose self-esteem by embarrassing, humiliating, or undermining the individual. ● Spending excessive amounts of time alone with children away from other adults. ● Instructors and coaches sharing personal social media links with children, rather than the club or associations social media accounts.
<p>Indicators of Abuse</p>	<p>Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:</p> <ul style="list-style-type: none"> ● 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. ● an injury for which an explanation seems inconsistent. ● the child describes what appears to be an abusive act involving them. ● another child or adult expresses concern about the welfare of a child. ● unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn, or displaying sudden outbursts of temper. ● inappropriate sexual awareness. ● engaging in sexually explicit behaviour. ● distrust of adults, particularly those whom a close relationship would normally be expected. ● difficulty in making friends. ● being prevented from socialising with others. ● displaying variations in eating patterns including overeating or loss of appetite. ● losing weight for no apparent reason. ● becoming increasingly dirty or unkempt. <p>The above list is not exhaustive and the presence of one or more of the indicators should not be accepted as proof that abuse is taking place. It is NOT the responsibility of those involved in Karate Wales to decide that child abuse is occurring. However, it is everyone's responsibility to be vigilant and act on any concerns.</p>

Appendix 6: Model Safeguarding Policy for Karate Wales' member clubs and associations

Please add to/delete as necessary all text in blue and add the date this policy is adopted at the end of the document.

Safeguarding policy and procedures for (name of karate club or karate association)

1. Introduction

[Name of karate club or karate association] fully recognises the contribution it makes to safeguarding children and vulnerable adults.

There are three main elements to our policy:

- *prevention* by establishing a culture that supports wellbeing, through our ethos, the way we teach our karate and the support we offer to our karateka.
- *procedures* for identifying and reporting cases, or suspected cases, of abuse – because of our day-to-day contact with children our instructors and/or coaches are well placed to observe the outward signs of abuse.
- *support* to any karateka who may have raised any wellbeing issue with us.

Our policy applies to all instructors, coaches and other volunteers working in the club/ association. All adults who undertake any form of support or leadership role may find themselves the first point of disclosure for a child.

All karateka, and in the case of those who are children, all parents, **will be provided with a copy** of this policy. It contains the contact details for the club/ association safeguarding officer and Karate Wales' safeguarding officer.

2. Prevention

[Name of karate club or karate association] recognises that high self-esteem, confidence, supportive friends, and good lines of communication with a trusted adult helps to safeguard karateka.

The club/association will therefore:

- Establish and maintain an ethos where children and vulnerable adults feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the club/ association setting who they can approach if they are worried or in difficulty.
- Build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate.
- Take a whole club/ association approach to wellbeing which will incorporate safeguarding and preventative measures to support children and families.

3. Procedures

In the event of any safeguarding concerns including child protection issues being raised with any member of [name of karate club or karate association] we will follow the Wales Safeguarding Procedures. This means we will:

- ensure we have a designated safeguarding officer who has undertaken the appropriate training.
- publicise the name and contact details for our safeguarding officer, and the Karate Wales' safeguarding officer.
- arrange support and training for our safeguarding officer, instructors and coaches and other adult volunteers.
- ensure every instructor, coach and volunteer knows:
 - ✓ the names of our safeguarding officer and Karate Wales' safeguarding officer and their roles.
 - ✓ that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police (usually through the safeguarding officer).
 - ✓ how to take forward those concerns when our safeguarding officer is unavailable.
- ensure that all members and adult leaders are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a karateka who may disclose abuse or neglect.
- cooperate as required with any enquiries from the local authority social services and/or the police regarding child protection matters.
- keep written records of concerns raised with our safeguarding officer.
- ensure any child protection records are kept secure and in locked locations.
- adhere to the procedures set out in the Karate Wales' safeguarding policy regarding allegations against any club's or association's instructors, coaches, and volunteers.
- ensure all relevant DBS checks are made in accordance with Karate Wales' membership requirements.
- discuss with Karate Wales any DBS records that disclose relevant content.

In response to a disclosure to our club or association, our safeguarding officer (or the chief instructor where the concern is about the safeguarding officer) will do the following:

- After a disclosure, our safeguarding officer will record all relevant details on our initial contact form, (a model form can be found at [Appendix 3](#) below);
- Where a child may be at risk, our safeguarding officer (or chief instructor) will contact the local authority social services and/or the police. Where the importance of the allegation is unclear, we will seek advice for the local authority social services on how to take the matter forward.
- Sometimes an issue may relate to unsafe or poor professional practice which raises concerns about the suitability of any adult to continue working with children or vulnerable adults. In those cases, if the matter is not a direct child protection matter which needs referral to the local authority social services or police, our safeguarding officer will follow the matter through with our chief instructor or the Karate Wales safeguarding officer, with regard to how to deal with the issue raised;
- Where the concern is about our chief instructor the local authority's social services should always be consulted. If the social services advise that the matter is not a child protection concern, but rather about professional practice,

we will refer the matter to the Karate Wales safeguarding officer or lead director.

4. Supporting those at risk

We recognise that any child or vulnerable adults might be at risk, suffer abuse or experience violence, and may be deeply affected by this. This club/ association will endeavour to support all karateka as best we can, through:

- establishing a club/ association ethos which:
 - ✓ promotes a positive, supportive, and secure environment.
 - ✓ gives karateka a sense of being valued.
 - ✓ provides regular opportunities for karateka to have their say, and comment on any concerns or issues they about their or others wellbeing, health, and safety.
 - ✓ has in place a code of conduct for all instructors and coaches, and karateka which forbids all bullying behaviours.
- keeping records and notifying the local authority as soon as there is a recurrence of a concern.

The safeguarding officer for club/ association is Add FULL NAME.

Their contact details are: Phone number _____.

Email address _____

The Karate Wales safeguarding officer is Richie Payne

Phone number **07811269020**

Email address **rpaines@hotmail.com**

The Karate Wales Lead Director for safeguarding Roger Nevens

Phone number **07776 165042**

Email address **rgnevens@hotmail.com**

The Karate Wales incident referral form is here, copy this URL into your search engine to find it.

https://docs.google.com/forms/d/1bXSedYOhx2X2tNFAU7JHdoxif_uqa9xjG-INekwHGgs/edit

The word version of this club/ association level policy for individual amendment can be found [here](#).

Version Control Log

Date Adopted _____

Next formal review will be 3 years after the adopted date.

Review Date	Amendments	Reviewed by	Version

Appendix 7: How to undertake DBS checks using the Karate Wales' preferred provider

The Disclosure and Barring Service also known as the DBS

The [Protection of Freedoms Act 2012](#) established the Disclosure and Barring Service which checks and manages individuals' criminal records. It also manages the lists of those people barred from working with children's and vulnerable adults. The DBS decides who is suitable and who is unsuitable to volunteer or work with vulnerable individuals or groups. It is illegal for a barred person to apply to work with children or vulnerable adults, irrespective of whether that work is paid or voluntary. It is also illegal to employ (both paid and voluntary) anyone who is barred. For more detailed info see the DBS video on youtube [here](#).

Karate Wales' preferred supplier for DBS is '[Disclosure Services](#)'

Disclosure Services is a limited company specialising in undertaking DBS checks, and is Karate Wales' preferred supplier. Disclosure Services acts as a one stop shop which undertakes the relevant checks for anyone who needs to provide a DBS certificate.

The various DBS checks

Standard DBS check A standard DBS check is an in-depth criminal record check used by many employers on behalf of applicants to ensure they are suitable for the role in question. This check contains details of all spent and unspent convictions, cautions, reprimands, and final warnings (apart from protected convictions and cautions) held on central police records in England and Wales and convictions in Scotland and Northern Ireland.

The standard check is primarily available to anyone involved in working with children and vulnerable adults, as well as certain other occupations and entry into professions as specified in the [Exemptions Order to the Rehabilitation of Offenders Act \(ROA\) 1974](#). Adults acting as karate instructors should not seek this level of DBS check, however it might be appropriate for volunteers undertaking low level responsibilities.

Enhanced DBS is the highest level of check available to anyone involved in regularly caring for, training, supervising children, or vulnerable adults. The check includes all the information included as part of a standard check, plus any information held locally by the police that's considered relevant to the child workforce and post applied for.

The Enhanced DBS with Barred List Check is required for all adults who undertake Regulated Activity (see definition [here](#)). Regulated activity includes all teaching, coaching and supervisory activity, and where an instructor or coach is in sole charge of children and/or vulnerable adults. This check is also required of anyone who is responsible for line managing or supervising adults who need this level of check.

What does an Enhanced DBS check show? This level of **check shows** full details of a criminal record, including Cautions, Warnings, Reprimands, spent and unspent convictions. It can also search the children and vulnerable adults 'barred list' to see if

the applicant is prohibited from working with these groups. If an individual is listed, this will appear on their **DBS** certificate.

How to Apply for a DBS

To apply for a DBS using Karate Wales' preferred supplier, contact one of Karate Wales' verifiers who will talk you through the process, and give you a code for logging into the Disclosure Services. Their website address is <https://www.disclosureservices.com/>.

You will then need to complete an online form, and provide the verifier with sight of your proof of identity. This can be done through online video such as zoom or face time etc. Once verified, you will need to pay the appropriate fee of £12 for volunteers, or £52 for paid instructors. This payment is preferably via BACS to Karate Wales, payment details are available from Gerard Kerslake (Karate Wales' Director for Resources) on 07717834320.

Karate Wales' verifiers are

- Gerard Kerslake (Karate Wales' Director for Resources, Kansei Karate School) Mobile 07717834320
- Lisa Charles (Vale Karate) Mobile 07501729201
- Mora Garfield (Karate Wales secretary, Cowbridge Karate Jutsu Kai), Mobile 0789657007
- Paul Watson (Welsh Karate Union) Mobile 0786 933165

You will receive an email confirming the check is complete with the certificate number, issue date, and whether the certificate is clear or includes relevant content. Karate Wales will also receive the same email. The information contained on all DBS certificates is confidential and covered by the GDPR. Karate Wales will treat this information with sensitivity and confidentiality, and will share its contents only when necessary. However, whenever a certificate includes content, Karate Wales' lead director for safeguarding will need to assess the relevance of this, and discuss employment or not with the relevant chief instructor.

Appendix 8: Contact details for local authority social services in Wales, NSPCC, and the Police

Karate Wales Contact details:

Role	Name	Telephone Number	Email Address
Safeguarding Officer	Richie Paines	07811269020	rpaines@hotmail.com
Lead Director (Safeguarding)	Roger Nevens	07776 165042	rgnevens@hotmail.com
President	Stephen Wellington	07751164086	olivevilla@sky.com

Regional Safeguarding Boards and Local authority social services

The Welsh Government has a web page here (<https://gov.wales/reporting-suspected-abuse-harm-or-neglect-safeguarding>) that gives the up to date contact details for all regional safeguarding boards, and local authority social services departments.

Other helpful numbers

- **Childline** UK 0800 1111
- **NSPCC Help and advice** 0808 800 5000
- ✓ **NSPCC Child Protection in Sport Unit (CPSU)** in partnership with the **Ann Craft Trust** have created the **Welsh Sport Safeguarding Hub** contact number 029 2033 4975.
- ✓ The CPSU webpage is here <https://www.sport.wales/content-vault/safeguarding/>
- **The police** report it on #101. In an emergency, always dial #999.
For **Prevent and radicalisation referrals** call one of the WECTU contacts
 - ✓ Gwent Police Area 01633247941.
 - ✓ Dyfed Powys Police Area Prevent Officer 07976792900.
 - ✓ North Wales Police Area 01745588814.
 - ✓ South Wales police Area Various officers 02920527356.
- **Care Inspectorate Wales CIW** is responsible for the regulation of local authority social services. They do not regulate sports settings but can be used to seek advice where necessary. The contact details are
 - ✓ National Office contact details 0300 7900 126; Follow the keypad hints for regional offices
 - ✓ For CSSIW regional offices: <https://cssiw.gov.wales/contactus/?lang=en>