



BAB Child Safeguarding Policy & Guidance

as it applies to

Safeguarding Principles & Responsibilities

Policy Statement

In accordance with Clause 12.1 of the Constitution, the BAB's Child Safeguarding & Protection Policy is mandatory for all Member Associations, including their Clubs and individual members providing services for children and young persons – that is, those under the age of 18.

Principles of Safeguarding

The Children Act (2004) makes it clear that safeguarding children is the responsibility of all, including those who work with children and young persons irrespective of their role or status in an organisation.

The BAB is committed to a policy of Child Safeguarding that ensures all children and young people enjoy Aikido in a safe and enjoyable setting and where the welfare of children is paramount. To achieve this aim all Associations, Clubs and individuals who provide children with the opportunity to practice Aikido, are responsible for implementing and abiding by the principles of safeguarding detailed below.

Responsibility to Safeguard Children and Young People

The BAB will work in partnership with the Police and Children's Social Care services to enable them to carry out their statutory duties to investigate concerns and protect all children from harm. The BAB recognises the responsibility of the statutory agencies and is committed to complying with the Local Safeguarding Children Board Procedures and the statutory guidance "Working Together to Safeguard Children (April 2018)". The key principles of safeguarding are:

- A child is anyone under the age of 18.
- The welfare of the child is, and must always be, paramount.
- It is every child's right to be protected from abuse irrespective of their age, sex, gender, culture, disability, racial origin, background, religious beliefs or sexual orientation.
- Allegations of abuse or concerns regarding children will be treated seriously and will be responded to swiftly and appropriately.
- At all times confidentiality will be maintained appropriately and the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them.

In this regard the BAB will support all adults involved in the sport to understand their roles and responsibilities for safeguarding and protecting children in the sport. The BAB will also seek to provide opportunities for training and education for all persons who have responsibility for children and young people in Aikido, to develop awareness and understanding of what best practice is and how to manage any child welfare concerns they identify or are informed of.

All BAB Associations and their Clubs that have children and young people in membership are required to actively implement BAB Safeguarding policies and:

- Ensure that the policies are up-dated on instruction from the BAB.
- Ensure all Clubs have Club Welfare Officers in post.
- Ensure the Association has a Child Protection Officer in post.
- Advise the BAB Lead CPO of the names of their CPO and CWOs and keep these details up to date on the BAB web site.
- Publicise and implement the BAB Safeguarding Policies and:
 - Ensure all adults working in Clubs are aware of their responsibilities to safeguard the children they have contact with in the sport.
 - Ensure that all adults in Associations and Clubs with direct responsibility for, or significant contact with, children in Aikido have a current BAB CRB check, and ISA registration.
 - Ensure that children have the opportunity and knowledge to raise concerns in a safe and proper manner in the knowledge their concerns will be heard and acted upon appropriately and in an acceptable timescale.
 - Ensure that all matters involving children be kept confidential on a need-to-know basis only while ensuring no child is left at risk of harm through failure to pass on information appropriately.
 - Ensure that Aikido Coaches, officers and adult members accept that they have a duty of care to all children in their Club, and that they act upon that duty appropriately.

Duty of Care

All Associations, Clubs and individuals have a Duty of Care to safeguard children with whom they have contact. To assist Associations and Clubs in meeting their Duty of Care this document identifies procedures required to provide proper safeguarding, as well as actions to be taken when a concern is identified.

Position of Trust - The Coach Code of Conduct and Responsibilities

The Sexual Offences Act 2003 states that it is an offence for a person aged 18 years or over to involve a child ***under that age in sexual activity*** where they are in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young persons. In the case of relationships of a sexual nature with 16-17 year olds, whilst this does not currently apply in law to sports teachers and Coaches the BAB policy is specifically that:

People in positions of trust and authority must not have sexual relationships with 16–17 year olds in their care

In practical terms this means that if any Coach, official or Coach assistant in an existing position of trust over a child aged 16/17 forms a sexual relationship with that child they will breach BAB policy and action will be taken despite it not be an offence within the Sexual Offences Act 2003. Additionally all officers and Coaches in Aikido should be aware that any sexual relationship between a child aged under 16 years of age with any adult is an offence and **must** always be reported to the police for action.

Coaching Ratios and Supervision

Children Under the Age of 5. It is BAB policy is that **no child under the age of 4** may be accepted into BAB membership through an affiliated Association or Club. It is important that all persons in Clubs and Associations with members aged **under 5** recognise and specifically consider the increased risks to a young child participating in the sport. When working with children under the age of 5, Associations and Club officers must therefore ensure that:

- The ratio of Coach/assistant/helper to these children is 1:3 with the proviso that in unforeseen circumstances it may be allowed to be 1:4 subject to risk assessment;.
- There are at least 2 suitably qualified and DBS checked staff members present at all times.
- In recognition of the specific needs of children aged under 5 taking part in Aikido, **BAB policy also includes the following mandatory requirements for this age group:**
 - Parents are to be in attendance during training sessions; and
 - No training session to be longer than 1 hour before imposing a short break.

Children aged 5 and over. When working with groups of children aged 5 and over, the **minimum** ratio is one Coach/assistant to 10 children. This ratio may need to be lowered in some cases to meet the Coach's "duty of care" to the children. This could be, for instance, where the predominance of children in the class is in the range of 5-8 year olds. Where the age mix of the children is predominantly "teenagers" this ratio may be increased to 1:12, subject to risk assessment.

All Children. Coaches should never work alone in or with any group of children. They should have at least one other Coach, assistant Coach or volunteer present at all times. Additionally, at least 2 members of staff should remain until all children are collected and always ensure each child is collected by a responsible parent, carer, guardian or nominated adult.

DEFINITIONS AND INDICATORS OF ABUSE

Abuse and neglect are forms of maltreatment of a child by another person or child. A child may be abused or neglected by someone who inflicts harm or fails to act to prevent harm. Abuse can be physical, emotional, sexual, neglect, and bullying.

Aikido is a sport whereby actions including physical contact do take place. For physical abuse to take place the action would be a **deliberate** act and not in keeping with the ethos of the martial art; for example, applying techniques with unnecessary force designed to cause pain and/or injury.

Abuse is not always easy to identify. Children can be bruised/injured in everyday life by, for example, falling off bikes and playing with friends. In adolescence, children can be moody and unpredictable in their behaviour. However some signs may alert you to a view that a child may be being abused. Some indicators of abuse are:

- The child discloses a concern and describes what may be an abusive act
- Another person raises concern about the wellbeing of a child.
- A change in the child's behaviour to or relationship with the parent or carer
- Unexplained or concerning injuries such as burns, cuts, and bruises situated in area of the child's body where not normally prone to injury through, for example, play activity.

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- Physical injury where the explanation given is inconsistent.
- Unexplained changes in behaviour such as a child becoming withdrawn, quiet or aggressive/verbally violent.
- Inappropriate sexual awareness and/or behaving in a sexualised manner
- Eating disorder i.e. a child is overeating or showing a loss of appetite.
- Excessive weight loss or weight gain for no obvious reason.
- Physical appearance becomes unkempt.
- The child is withdrawn and isolates themselves from the group and seem unable to make friends
- The child is prevented from socialising with other children.
- The child displays a distrust of adults.
- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports Club.
- A drop in performance at school or in the sport.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

Your Association and Club does not expect the adults involved in the sport to decide that a child has been abused but it is the responsibility of all adults to act upon their concerns

Prevention Through Best Practice

Good Practice. It is essential that all persons involved with children in Aikido Clubs in whatever capacity follow good practice at all times to minimise the risk of harm. Some examples of good practice are:

- Make your sport fun for all children and promote fair play.
- Always working in an open environment where you can be observed at all times when you are with a child.
- All physical/manual support and instruction should be unambiguous and non sexual i.e. would not normally be construed as sexual by a reasonable observer.
- Maintain appropriate boundaries from children in terms of you professional or voluntary role with them.
- Keep parents fully aware of activities that their child is engaged in and wherever possible get parents involved as volunteers.
- When taking children away for a course or event ensure they are accompanied by male and female members of staff.

Additionally if you are a Coach:

- Ensure you have a current DBS check (these must be renewed every 3 years), ISA registration and undertake Child Safeguarding Training.
- Be enthusiastic and positive in your feedback to children and never openly criticise or belittle them.
- If a child cries they generally do so because they are hurt or unhappy about something. A Coach must assume the child is in distress and act appropriately.

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- Ensure you have the written consent of parents to administer first aid if required and have relevant medical information on the child in case of injury or illness
- Allow all children to have breaks from training to use the toilets, for the appropriate taking of food and drink as required for their wellbeing.
- Keep a written record of injuries that occur along with treatment given and always inform the parents.
- If any of the following occur, immediately report the matter to a colleague and parent at the earliest opportunity and ensure the Club Welfare Officer is made aware as soon as possible so that they can take any required action:
 - If you accidentally hurt a child in Aikido
 - If a child in your class appears distressed
 - If a child in your class appears sexually aroused by yours or others actions.
 - If a child misunderstands or misinterprets your actions

Practices to avoid. It is important some practices are avoided without exception whereas some practices may be required on occasion to prevent a child suffering harm:

- Do not be alone with a child unless to fail to do so places them at risk of harm.
- Do not transport a child alone in your car except in an emergency.
- Never engage in rough physical play or horse play or sexually provocative games
- Never make sexually suggestive comments to a child even if done in “fun”
- Never allow a child to engage in inappropriate touching
- Never invite a child to your home in the daytime or overnight.

and **NEVER** allow allegations by a child to go unreported or not acted upon.

RAISING CONCERNS

The BAB does not expect Coaches, participants, officials and officers to decide if an issue they observe is one of child safeguarding or child abuse. **BUT** the BAB does expect individual to raise the concern appropriately to the relevant person within the organisation or to the statutory agencies.

The following procedures clarify how to raise a concern together with giving guidance on who will take any required action.

Whistle Blowing

Whistle Blowing allows individuals to raise issues of poor practice or misconduct by members and employees. The BAB believes it is necessary to develop a culture in all Clubs and Associations where concerned individuals can raise issues about unacceptable practice and misconduct in a safe and supportive environment.

Delaying raising concerns does not deal with them; it just delays the inevitable and may cause matters to get worse. Such matters will seldom, if ever, improve by being ignored and the damage to the child/children involved will inevitably increase.

When is it Necessary for you to Whistle Blow?

You may witness a situation of poor practice or become suspicious about the behaviour of a colleague or volunteer within the sport regarding an incident; for example, a child might tell

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you of something that has happened to them while in training. Should this happen to you such information will generate strong emotions. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take.

It is not your responsibility to investigate incidents but to respond appropriately and report the concern in line with the guidance in this policy document

Once the concern has been raised you should refer it at once to the CWO who will consider the matter and involve the Association CPO, and the BAB Lead CPO, as required. Decisions will also be made by the aforementioned persons on whether the matter should be referred to the statutory agencies.

Your CWO and the Association CPO recognise that any person referring concerns involving a colleague may need additional support in light of the action they have taken and will support you throughout any such concern that is raised in good faith.

Confidentiality and Information Sharing

Issues involving child safeguarding must be kept confidential. All paperwork relating to a concern regarding a child must be kept in a safe and secure manner. However confidentiality must never prevent an individual sharing information with appropriate and relevant persons when not to do so may prevent appropriate safeguarding and place a child or children at risk of harm. The key factor in deciding whether or not to disclose confidential information is 'proportionality' i.e. is the proposed disclosure a proportionate response to the need to protect the child's welfare.

The BAB is committed to ensuring no child is disadvantaged or placed at risk through a failure to share information. If you are unsure on whether to share information advice can be sought from the CWO, the ACPO, BAB Lead CPO or a member of the BAB CMG if to do so will not cause undue delay; or immediately with the Police or Children's Social Care Team for them to make a decision on any action required.

Raising Concerns – React, Report and Record

In Aikido we want to make a child's disclosure of concern acted upon appropriately and swiftly at the first time of asking. The BAB has developed a child safeguarding team from whom advice and guidance can be gained, and who will take the required actions and decisions in matters regarding child safeguarding. They are:

- The BAB Lead Child Protection Officer
- The Association Child Protection Officer (ACPO)
- The Club Welfare Officer (CWO)
- The Child Protection Case Management Group Officers (CP CMGO)

React. If you have any concerns regarding child safeguarding or abuse observed by you or raised to you, you should **Listen and respond:**

- Listen carefully to all that is being said and stay calm.
- Reassure the child they are right to tell you and they are not to blame
- Do not ask questions unless to clarify what is being said.
- Do not make assumptions or judgements about what is being said.

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- If the parents are not implicated in the concern ensure they are made aware at the earliest opportunity and ensure they are advised on the basis of the above information.

But

- Do not confront the alleged abuser
- Do not promise to keep a secret
- Do not act alone. Follow Club guidance on whom to share the information with in an appropriate and proper manner.

Report. Remember. It is the duty of everyone involved in the sport to report cases of concern and abuse to protect children **but** it is for the professionals to consider and decide if abuse has taken place.

- The **Club Welfare Officer (CWO)** has the primary responsibility in Aikido Clubs to receive and deal with concerns involving children.
- The **Association Child Protection Officer (ACPO)** can be contacted to give advice to the CWO or any other person involved in Aikido if the CWO is not available.
- The CWO or ACPO must raise concerns – as soon as they are able – to the **BAB Lead Safeguarding Officer (BAB LSO)** on the Incident Report Form (a copy of which is attached to this policy guidance document and which can also be downloaded from the BAB website - <https://www.bab.org.uk/safeguarding/safeguarding-how-to-report-a-concern/>) They can also report verbally by phone to avoid delay in cases requiring immediate action.
- The BAB LSO and ACPO will provide advice and guidance or may take over dealing with a concern if appropriate or necessary.
- **In an emergency** you should refer the concern directly to the Children’s Social Care Team or the Police Child Abuse Investigation Team and inform the CWO of the action taken.
- Disclose what you have been told **only** to those who “need to know”.

Once the concern has been raised, the BAB Lead CPO will either note the concern and await further action/outcome from the CWO. advise on action to take, take action directly, or consult with appropriate external agencies.

Record. Once you have taken action to ensure the wellbeing of the child and passed on the information as required, you will need to write a report stating what you have been told, and/ or have observed. Be clear in this report about what you have been told or observed. If in doubt say so but identify any points that are unclear in your mind.

The following information should be included in your report:

- Full details of the child concerned
- Parent, carer or guardians details
- What information has been shared with the parent or carer
- The allegation made
- Full details of the person about whom the concern/allegation is made
- If the child has any marks, injuries or bruising visible to you, note them down and if possible draw an outline drawing of where they were seen on the child’s body
- Note as fully as possible the child’s account, being factual as to what was said
- Note down details of any witnesses
- What was said to the child in response to the allegations

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- Sign and date your report and give a phone number at which you can be contacted.

WHAT HAPPENS NEXT?

There may be 4 types of investigation:

- An internal investigation by the BAB LSO, the ACPO, or the CWO.
- A child protection investigation led by the Children's Social Care Team.
- A joint investigation by Police Child Abuse Investigation Team (CAIT) and the Children's Social Care Team.
- A criminal investigation led by the Police CAIT.

Additionally, whilst the matter is under investigation, the BAB Child Safeguarding Case Management Group (CMG) may, on the authority of the Chairman BAB, consider whether the individual concerned should be either removed from or refused a designated position temporarily or suspended from all activities within aikido temporarily on a '*without prejudice*' basis. This process will be followed in all matters of child safeguarding irrespective of whether the referral is from a concern raised within the Club, from an external agency, or the outcome of a CRB check.

The BAB will inform the Association of any decision that their member should be suspended and direct that they and their Clubs act upon that decision. Whilst the decision on whether an individual should be suspended from membership is recognised as an Association matter, Associations should note that failure to act upon the reasonable decision of the BAB LSO and CMG, supported by the Chairman, could put the Association in breach of the BAB overarching Child Safeguarding & Protection policy; this could result in the BAB considering further action under the Board's Constituted disciplinary code.

In some situations the statutory agencies will request no suspension be put in place while they investigate further. This may be to avoid alerting the person to the concern raised and preventing evidence being removed or destroyed. In such situations the Club will be advised by the Statutory Agencies and/or the BAB LSO on how to manage the situation.

If a "**temporary**" suspension has been put in place, once the BAB LSO, Association, Club, Police and/or Children's Social Care investigation is completed the outcome will form the basis of what disciplinary action under the BAB Child Safeguarding policy is required.

Irrespective of the findings of the Police or Children's Social Care Team, the BAB LSO and CMG will assess all individual cases to decide if a member of staff or volunteer can be reinstated and consider how this can be sensitively handled in consultation with the Association CPO and the CWO.

Temporary or permanent suspension from aikido, or from teaching or assisting with teaching children and young people, may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Statutory Agencies. In such cases the BAB will require the BAB LSO and CMG to reach a decision based upon the information that is available and on a balance of probability.

In all considerations the welfare of the child(ren) will always remain paramount.

Next page: BAB Child Safeguarding Incident Report Form



BRITISH AIKIDO BOARD

CHILD SAFEGUARDING INCIDENT REPORT FORM

Details of report writer:

Date of report:

Association	Club	Your Name	File Name:		
Time and Date of incident & Brief Details of incident					
Child's Name		Date of Birth	Sex:	M	F
Child's Address		Parent/Carer's Address			
Disability (if applicable):					
<u>Ethnic Group</u> (Circle appropriate category)					
White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other, please specify		
Mixed	<input type="checkbox"/> White Black Caribbean		<input type="checkbox"/> White Black African	<input type="checkbox"/> White Asian	
	<input type="checkbox"/> Other mixed background, please specify				
Asian or Asian British	<input type="checkbox"/> Indian		<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	
	<input type="checkbox"/> Other Asian background, please specify				
Black or Black British	<input type="checkbox"/> Caribbean		<input type="checkbox"/> African		
	<input type="checkbox"/> Other Black background, please specify				
Chinese or other Oriental group	<input type="checkbox"/> Chinese		<input type="checkbox"/> Other, please specify		
Other group not included above	<input type="checkbox"/> Please specify				
or:					
None of the above – Prefer not to Specify				<input type="checkbox"/>	

Child – stated what the child said –

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**Referrer Observed – state only what you saw OR
If reporting on what someone else saw note that with the persons name and ask they write a brief
report of what they observed.**

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Referrer: Please note comments and immediate action taken by you/others

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Identity of Person Implicated in the referral	
Name _____	
Role in Aikido: _____	Club _____
Relationship between above person and child: _____	
Ethnic origin, please state as per chart above: _____	
Marital Status _____	Age _____
Address _____	
Contact details: Phone:	
External Agencies Contacted (Dates & Times)	
Police	Contacted by: _____ Date & Time: _____
	Contact Name and Number: _____
Children's Social Care services	Contacted by: _____ Date & Time: _____
	Contact Name and Number: _____
BAB (e.g.CPO)	Contacted by: _____ Date & Time: _____
	Contact Name and Number: _____
Local Authority	Contacted by: _____ Date & Time: _____
	Contact Name and Number: _____
Other (e.g. NSPCC)	Contacted by: _____ Date & Time: _____
	Contact Name and Number: _____