



# Scottish Karate Council Safeguarding Policy

## Contents

1. Introduction .....	4
Policy Statement.....	6
Scope of Document .....	6
Safeguarding Requirements .....	7
2. Good Practice and Conduct .....	7
Practices to be avoided .....	8
Practices never to be sanctioned .....	8
Incidents that must be reported/ recorded .....	9
3. General Guidance .....	9
Assessing risk .....	9
Guidance on physical contact.....	9
Guidance on sexual activity .....	10
Guidance on discipline.....	10
Guidance for events .....	11
Guidance on supervising children .....	11
Guidance on collection of children.....	12
Guidance on transporting children.....	12
Guidance on video and photography .....	13
Guidance on social media.....	13
Procedures.....	14
Definitions of abuse.....	15
Identifying signs of abuse .....	16
Responding to a child who says either they or another child is/ are being abused/ bullied .....	18
Confidentiality .....	19
Whistle blowing.....	19
Aftermath .....	20
Recruitment.....	20
Training.....	21
Appendices .....	22
1. Statutory duties, roles and responsibilities .....	22
2. SKC Equality Policy.....	23
3. SKC Code of Conduct .....	24
4. SKC Fair Play Code .....	25

- 5. Guidance on Appointing a Safeguarding Officer ..... 27
- 6. SKC Incident Reporting and Other Relevant Forms .....28
- 7. PVG Requirements ..... 29

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# 1. Introduction

The SCOTTISH KARATE COUNCIL (SKC) is established for the following objectives:

1. Promotion of the Sport of Karate in Scotland: We aim through the development of a structured organisation, to provide education and a supportive infrastructure for our members, and to positively engage with all relevant national and international Karate bodies or federations, local and national sporting bodies, and local authorities, as deemed appropriate in the pursuance of these ends.
2. Promotion Inclusivity and Fairness: At the Scottish Karate Council, we are committed to our ethos of inclusivity, will aim to remove barriers to participation by ensuring that Karate is wholly accessible to people of all backgrounds, and abilities. With fair competition being a cornerstone of our approach, we will diligently uphold the spirit of sportsmanship and integrity in all our endeavours.
3. Ensuring Safety and Welfare: The welfare of athletes and practitioners is of paramount importance to us, we will work in unison to implement robust safety standards and protocols, providing a secure environment for athletes, coaches, and all stakeholders involved in our Karate activities. Through the promotion of health, wellbeing, and education, we aim to support all our members in developing their self-reliance and independence, and to acquire a greater knowledge and enjoyment through of Karate via positive participation.
4. Empowering Grassroots Initiatives: Scottish Karate Council firmly believes in the significance of grassroots sports development. We will actively collaborate with local communities, schools, and clubs to foster a strong foundation for sports participation and interest from a young age.
5. Nurturing Talent and Development: We at the Scottish Karate Council are dedicated to identifying, nurturing, and supporting emerging talent in all of the Karate disciplines. Through strategic partnerships, training programs, talent identification initiatives, and developing specific coaching pathways we aim to pave the way for the next generation of champions.
6. Organising Major Events: As part of our efforts to promote Karate for all in Scotland, we plan to organise major and world-class Karate events that captivate audiences, boost tourism, and showcase the extraordinary talent our athletes possess.
7. Advocating for Sports: We will actively promote the significance of Karate for people at all levels, by engaging with relevant authorities and partner agencies, and the public, to highlight the positive impact that Karate can have on individuals and society alike

Over 50% of martial arts students are under 18 years of age and the SKC has a number of activities, which involve these members. The activities vary but include education, training, and sport.

SKC and its clubs have a statutory responsibility to safeguard the children & young people in their care.

To provide children with the best possible experience and opportunities in martial arts, everyone must operate within an accepted ethical framework, which includes the SKC Equality Policy (appendix 1), Code of Conduct (appendix 3) and Fair Play Code (appendix 3).

The purpose of this document is to provide policy & procedures which ensure children and young people have appropriate safety and protection whilst in the care of the organisation and allow all staff/ volunteers to make informed and confident responses to specific child protection issues.

**It is not always easy to distinguish poor practice from abuse. It is not the responsibility of SKC representatives to decide whether or not abuse has taken place.**

**It is the responsibility of the SKC to promote good practice and to report any suspected abuse to the appropriate authorities.**

## Policy Statement

The Scottish Karate Council has a duty of care to safeguard all members of the SKC involved in its activities from harm.

All members have a right to protection and the needs of disabled, and others who may be particularly vulnerable must be considered.

The Scottish Karate Council is committed to the safety and protection of all members involved in all its activities through adherence to safeguarding guidelines adopted by the organisation.

### **We are committed to ensuring that:**

- The welfare of the individual is paramount.
- All individuals, whatever their age, social background, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to protection from abuse.
- This could include factors such as prejudice, discrimination, the reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All SKC representatives who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/ or training in good practice and child protection procedures.
- Working in partnership with children, their parents/ carers and other agencies is the key to promoting young people's welfare

## Scope of Document

This document applies to all volunteers, permanent and temporary employees, and other associated persons. This policy is mandatory for all to follow.

The above will be referred to as SKC representative(s) throughout this document.

Adults responsible for the care and welfare of individual children will be referred to as parent/ carer(s) throughout this document.

A child or young person is defined as a person under the age of 18 years.

It is recognised that some people may also be vulnerable, e.g., people with disabilities, and they will be included in any references to child/ children throughout this document.

Adults can be vulnerable in many ways and this document will be mindful of the difficulties in providing a definition. Instructors should be aware that adults may fail to disclose a vulnerability on their admission forms. The SKC will not discriminate against vulnerable adults and will always try to assist them providing it is safe to do so for both them and other students

This policy should be reviewed every 3 years or whenever there is a major change in the association or in relevant legislation.

# Safeguarding Requirements

## Association/ Federation – Lead Safeguarding Officer

All Association/ Federations should appoint a Lead Safeguarding Officer. The person designated should ensure that they are knowledgeable about child protection and that they undertake any training considered necessary, to keep themselves updated on new developments.

## Club Safeguarding Officer

All Clubs should appoint a Safeguarding Officer (CSO). The person designated should ensure that they are knowledgeable about child protection and that they undertake any training considered necessary, to keep themselves updated on new developments.

### They must:

- Establish contact with the Association/ Federation LSO and the local Social Services Department in the Club's catchment area and liaise with them and other agencies as appropriate.
- Be responsible for recruitment and training including processing application forms, references, checks and the keeping of secure records
- Ensure the Child Protection policy and procedures are explained, publicised, followed and adhered to within the club
- Be informed of all child protection concerns and ensure that appropriate action is taken

Further information is available at appendix 4.

## 2. Good Practice and Conduct

All SKC representatives should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made against them or the association.

The following are common sense examples of how to create a positive culture and climate:

- Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets);
- Treating all children equally, with respect and dignity;
- Always putting the welfare of each child first, before winning or achieving goals;
- Maintaining a safe and appropriate distance with children (e.g., it is not appropriate for SKC representatives to have an intimate relationship with a child or to share a room with them);
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Making the experience of martial arts fun and enjoyable; promoting fair play;
- Ensuring that if, any form of manual/ physical support is required, it should be provided openly and according to guidelines. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Children and their parents/ carers should always be consulted, and their agreement gained.
- Keep up to date with technical skills, qualifications, and insurance in sport.

- Involve the parents/ carers whenever possible. E.g., encourage them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure you work in pairs
- Ensuring that if mixed teams are taken away, a male and female adult should always accompany them. However, remember that same gender abuse can also occur
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of children, avoiding excessive training or competition, and not pushing them against their will.
- Securing parental/ carer consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/ or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental/carer consent if SKC representatives are required to transport children in their cars.

## Practices to be avoided

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

- Avoid spending time alone with children away from others
- Avoid taking children alone in the car

## Practices never to be sanctioned

You should never:

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



## Incidents that must be reported/ recorded

If any of the following occur, you should report this immediately to the Club Child Protection Officer (CPO) and record the incident. You should also ensure the parents/ carers of the child are informed:

- If you accidentally hurt a child;
- If he/ she seems distressed in any manner;
- If a child appears to be sexually aroused by your actions;
- If a child misunderstands or misinterprets something, you have done.

## 3. General Guidance

### Assessing risk

It is advised that each club or association undertake risk assessments in relation to the risk of harm to children originating from associated activities within the club.

The **SKC Risk Assessment** is available as a template for clubs to use.

The club should consider all of its activities including any extra-curricular ones. Particular attention should be given to activities away from the main site, including residential trips.

The assessments should include both the direct risks to members and those under their care or supervision but also to minimise the opportunities for allegations to be made against them. For example, supervision levels do not allow individuals to be in one-to-one situations with children and/or vulnerable adults.

### Guidance on physical contact

Physical contact may sometimes be needed to instruct, encourage, protect, or comfort. It may sometimes be necessary for SKC representatives to do things of a personal nature, particularly for young or disabled children.

Physical contact should always be intended to meet the child's needs, NOT the adults.

The adult should only use physical contact if their aim is to:

- Develop the sport/ activity skill or technique
- To treat an injury
- To prevent an injury
- To meet the requirements of the sport/ activity

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission.

- The contact should not involve touching genital areas, buttocks, or breasts.
- Physical contact should not take place in secret or out of sight of others.
- Personal tasks should only be carried out with the full understanding and written consent of parents/ carers and the child involved.

- There is a need to be responsive to a child's reactions. If a child is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so where there is physical contact, lifting or assisting a child to carry out particular activities or if you are involved in any dressing or undressing of outer clothing.
- Avoid taking on the responsibility for tasks for which you are not appropriately trained.
- All injuries should be fully recorded.

## Guidance on sexual activity

Within sport, as within other activities, sexual relationships do occur. These guidelines should address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/ young people involved in martial arts should be prohibited during team events, in facilities or on social activities organised by the club/ organisation.

Inappropriate sexual behaviour committed by an adult will lead to suspension and disciplinary action. In the case of a suspected criminal case, action must include contacting the police. Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police and Child Protection Officer.

Sexual interactions between adults and young people (under 18) involved in martial arts raises serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (under 18) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). **Note** – in Scotland, a position of trust includes sports coaching, and the age of a young person is deemed to be 18 years of age.

Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with the guidance, which in the case of criminal action must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it. (Sexual Offences (Scotland) Act 2009)

## Guidance on discipline

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child.

Discipline should be used only to:

- Develop a sense of responsibility for behaviour
- Develop respect for others and their property
- Reinforce the rules or values of the sport/ activity
- Reinforce positive behaviour or attitudes
- Reinforce awareness of health & safety aspects of the activity

It is advised that clubs include parent/ guardians and children and young people in forming their rules of conduct, which should apply to all members including coaches and instructors.

## Guidance for events

Events Checklists are advisable for clubs and associations to have, further information can also be found in the NSPCC's Safe Sport Away and Safe Sports Events publications.

At all national events, SKC will appoint an Event Welfare Coordinator and issue a Welfare Plan, with which the club officers should familiarise themselves. The club is responsible for monitoring the welfare of children in their care and raising any safeguarding issues with the appropriate person.

Clubs should ensure that an appropriate person is appointed as 'welfare officer' for their club and that they 'register' with the appointed SKC Event Welfare Coordinator.

## Guidance on supervising children

From the moment a child arrives at an event or activity, SKC representatives will be acting in loco parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. (Training Safety ratio guidelines are set by the SKC and will be explained during instructor training).

When children use changing rooms, they should be supervised by 2 SKC representatives. Adults should avoid changing or showering at the same time using the same facilities. For mixed gender activities, separate facilities should be available.

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so.

Where appropriate, encourage parents/ carers to take responsibility for their children.

It must be clear at all times, who is responsible for supervision. This is particularly important where events are held on large sites, in the public domain or at residential venues.

Where a club allows access to under 18's of its facilities 'out of hours' and unsupervised, it should ensure parent/guardians understand and have given consent.

The Club Safeguarding Officer must ensure that there is clear guidance on reporting missing children. As a general rule where a child is reported missing, **the police must be contacted without delay.**

## Guidance on collection of children

Your club should develop and publicise policies about the collection of children and young people from activities.

These policies should be based on the age of the children and the location, time, and type of activity:

- You should provide a timetable of activities at the beginning of the year. You should also notify parents/ carers of any changes to this timetable in writing.
- Late collection of children by parents presents clubs and coaches with a potentially difficult situation. Your club should develop written guidelines for parents, this could be included in a parents/ carers code of conduct which explains your policy for dealing with late collection of children.
- Make clear that it is not your organisation's responsibility to transport children home on behalf of parents who have been delayed.
- Include a staff/ volunteer contact number and an instruction to parents/ carers to phone if there is any likelihood of late collection
- Ask parents to provide an alternative contact name or number, for staff/ volunteers to use when they are not available on their usual number.

In cases of late collection, staff and volunteers should:

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/ number if necessary.
- Wait with the child/ young person at the facility, with other staff/ volunteers or parents present if at all possible.
- Remind parents/ carers of the policy relating to late collection.

In cases of late collection, staff and volunteers should not:

- Take the child home or to any other location
- Send the child home with another person without permission from a parent or carer
- Ask the child to wait in a vehicle or facility with you alone

## Guidance on transporting children

Avoid using private cars, but if it is unavoidable, clubs should implement a policy, which includes:

- Only using people who have undergone an enhanced DBS or PVG check
- Ensuring that parental/ carer consent has been obtained
- Checking driving licenses and insurance documents prior to travelling

If children are to be transported by coach the following should be taken into consideration:

- Use a reputable company with the necessary insurance
- Ensure sufficient SKC representatives are on each coach
- All children have a seat and seat belt regulations are adhered to
- Parents/ Carers are issued with detailed information of pick up and drop off points & times
- All SKC representatives are issued with relevant information of children e.g., name, number of children, pick up/ drop off point, name of parent/ carer to collect, emergency telephone number
- Children are not left to be unsupervised i.e., dropped off and a parent/ carer is not there

## Guidance on video and photography

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children in vulnerable positions.

There is no intention to prevent SKC representatives using video equipment or photographs as a legitimate coaching aid or as promotional material. However, children and their parents/ carers should be made aware and such films should be stored safely.

- Ensure parents/ carers & child have granted their consent for the taking and publication of photographic images and have signed and returned a consent form
- Ensure that the content or caption cannot be used as a means of identifying children i.e., names for specific students in pictures
- Ensure that images focus on the activity rather than a full body shot
- Ensure that children are wearing appropriate safety equipment i.e., no dangling jewellery
- All children must be appropriately dressed for the activity, which is taking place, and 'one to one' photography sessions should not be permitted
- Ensure that content is appropriate and falls in line with equality issues i.e., a good mix of sports, ethnicity, disabled/ able-bodied
- All images should be stored securely and restricted to appropriate staff
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/ person in charge. They should be identifiable during the course of any event.
- Any concerns should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

## Guidance on social media

With emerging technologies such as Face book, Twitter, Zoom, TikTok, Instagram etc., there is also the potential for misuse. Risks associated with user interactive services include cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content; including self-harm, racist, hate and adult pornography.

The following guidelines provide a useful starting point for clubs using social media:

- Think about your objectives i.e., what you want to achieve, who you want to attract, which types of media you want to use and any safeguarding implications of the medium.
- Review your existing safeguarding policies & procedures to ensure that they address online issues, which can easily overflow from offline to online.
- Decide who will be responsible for managing your social media, vet and train them.
- Get to know the service you wish to use before setting up your club's presence including privacy settings, terms of service and how to contact the provider.
- Only use official organisation email addresses.
- Keep your log-in details secure.
- Set the appropriate privacy levels.
- Set the 'accept comment' setting so you can check all posts and messages before they appear on the site.
- Include details so people can contact and verify your club directly.
- Promote your social networking site directly to avoid people finding fake profiles.

- Don't target underage children (which is usually 13 years – check with the provider) and don't accept 'friend' requests from underage children.
- Avoid using personal details of children & young people (that may help locate a child).
- Be careful how you use images of children - avoid naming/ tagging children.
- Remind people to protect their privacy online.
- Think before you post.
- Promote safe and responsible social networking, provide links to safety & support organisations.

In addition to referring concerns about possible abuse to the SKC Lead Safeguarding Officer, you should immediately report online concerns to the Child Exploitation and Online Protection Centre ([www.ceop.gov.uk](http://www.ceop.gov.uk)) or the police.

## Procedures

It is not always easy to distinguish poor practise from abuse and it is not the responsibility of SKC representatives to decide whether or not abuse has taken place. There is a responsibility to act on ANY concerns, whether it is of poor practise or alleged/ suspected abuse by reporting it appropriately. This does not include the investigation of the suspicions by those reporting same.

It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected. It is normal to feel concern and upset at what a child has said and to be concerned about the consequences of your actions.

It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The SKC expects its representatives to discuss any concerns they may have about the welfare of a child immediately with the Club Protection Officer and subsequently to check that he/ she has taken appropriate action.

The SKC assures all its representatives that it will fully support and protect anyone, who in good faith reports his/ her concerns.

The SKC Lead Safeguarding Officer is Valerie Purcell

Telephone Number/ s TBC

Social Services <https://hcpc.scot/help-advice-numbers/>

Out of hours Service 08457 697284

Police	101
NSPCC 24 Hour helpline	0808 800 5000
Childline	0800 1111
Children 1 <sup>st</sup>	0800 28 22 33

## Definitions of abuse

'Child Abuse' is a phrase that describes ways in which children/ vulnerable people are harmed in a physical or psychological manner.

The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities.

Any individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person harming a child. It is usually someone the child knows and trusts.

Abusers can be male or female, adult, or other young people.

Some factors may increase the risk of abuse:

- Young children might have difficulty telling others
- Disabled children may have difficulty in communicating or knowing who to tell
- Children who are already experiencing some form of discrimination
- Poor relationship between children and parents /carers
- High levels of stress
- History of violence /abuse in the family

It should be recognised that some children may be particularly vulnerable, for instance children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

Child Abuse can be broadly separated into five categories:

### 1. Neglect

- A child's basic needs are not met (e.g., food or warm clothing)
- The child is constantly left alone and unsupervised
- The child has no love or affection

In a club environment this could include a coach or instructor failing to ensure that child/ children were safe, e.g., exposing them to undue cold or to unnecessary risk or injury.

### 2. Physical Abuse

- The child is physically hurt or injured
- The child is given alcohol, tobacco, inappropriate drugs or poison
- The child is given drugs to enhance performance or delay puberty.

In a club situation, physical abuse can be deemed to occur if the type/ intensity of training does not consider the child's immature and growing body or predisposes the child to injury resulting from fatigue or overuse.

### 3. Sexual Abuse

- The child is involved in sexual intercourse, masturbation, oral sex, anal intercourse or fondling or other such activities.
- The child is being shown pornographic books, photography, or videos

Activities, which involve physically supporting children during the coaching of new skills, may potentially create situations in which sexual abuse might go unnoticed. Coaches should be aware of this and follow the guidelines contained within this document in order to protect all concerned.

### 4. Emotional Abuse

- The child may have a persistent lack of love and affection
- The child is constantly over-protected which denies them the opportunity to mix and socialise
- The child is constantly being shouted at, threatened or taunted, which makes them very nervous and withdrawn or negative, influencing their feelings of competence and self-worth
- In extreme circumstances, over enthusiastic parents or coaches can be guilty of emotionally abusing a child.

### 5. Bullying & Discrimination

- Usually occurs over time, rather than being a single aggressive act
- It involves an imbalance of power, the powerful attack the weak
- It can be psychological, verbal, or physical in nature e.g., being called names, insulted or verbally abused
- Being deliberately embarrassed and humiliated by other children
- Being made to feel different or like an outsider
- Being lied about
- Being physically assaulted or threatened with violence
- Being ignored

It is often difficult to decide what is 'teasing' and what constitutes bullying. It is believed that up to 12 children per year commit suicide as a result of bullying, so take all signs of bullying very seriously.

You should discuss/report any bullying to the Club Safeguarding Officer and follow the procedure as on pages 19/ 20.

## Identifying signs of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. It must be recognised that the following list is not exhaustive and that the presence of one or more indicators is not necessarily proof that abuse is taking place.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to 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 outburst of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with 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
- Unexplained drop off in performance
- Physical signs such as stomach-aches, headaches, damaged clothes, bingeing
- Shortage of money or frequent loss of possessions

# Responding to a child who says either they or another child is/ are being abused/ bullied

**IMPORTANT** - If a child or vulnerable person reports abuse then an SKC member must not promise to keep this secret. The child or vulnerable person can be told it will be treated confidentially but it will have to be "appropriately reported"

Similarly, if a child or vulnerable adult reports abuse outside the karate club, seek permission to disclose to the club Safeguarding Officer and/or the police (particularly if the adult is vulnerable). If the adult reports abuse within the club, then be clear that this will be reported to the club Safeguarding Officer.

It is not the responsibility of coaching staff or volunteers to decide whether or not any form of abuse has or is taking place, nor should they investigate any such reports or suspicions. This is the role of either the Safeguarding Officer in conjunction with the Social Services and/or Police. However, there is the responsibility for everyone to act on any concerns by reporting them to the club/Association Safeguarding Officer, who will in turn contact the appropriate authorities.

## **Key Points when dealing with a report or concern about abuse or poor practice.**

- **Stay calm** - Do not frighten the child and do not rush into actions that may be inappropriate
- **Reassure** - Stress they are not to blame and that they were right to tell
- **Listen** - Believe what the child says; show you are taking what is being said seriously
- **Keep questions to a minimum**

There should be a clear and accurate understanding of what has been said. The law is very strict, and a child abuse case can be dismissed if it appears the child has been led, or words and ideas have been suggested. In view of these complexities, it is better to refer the matter to professionals as soon as possible

- **Explain** - You may have to tell other people in order to stop what is happening
- **Safety of the child is paramount** - If the child needs urgent medical attention call an ambulance, inform the doctors of the concern, and ensure that they are made aware that this is a child protection issue
- **Record** - Complete an Incident Report Form with all information
- **Report the incident** - Tell the club Safeguarding Officer or the SKC LSO as soon as possible.

## Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The club Safeguarding Officer
- The parents/ carer of the person who is alleged to have been abused
- The person making the allegation
- Social Services/ Police
- The Association Lead Safeguarding Officer
- The SKC Safeguarding Officer
- The alleged abuser, and parents if the alleged abuser is a child but only when appropriate

DO NOT approach the alleged abuser, and they should only be informed at the appropriate point of any subsequent investigation and by the appropriate authorities, to avoid or reduce the opportunity for collusion, subject/ witness intimidation or the tampering with or disposal of evidence.

The CSO/LSO should store all confidential information in a secure place with access restricted to designated people only; in line with data protection legislation (e.g., that information is accurate, regularly updated, relevant and secure).

Note - all reports must be shared with SKC Safeguarding Officer, who will follow up with the Association LSO/ Club Safeguarding Officer.

## Whistle blowing

It is important that the organisation has well known procedures for enabling SKC representatives to share, in confidence, with a designated person, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or poor practise & breaches of procedure. If this is consistently ignored a culture may develop within an organisation whereby SKC representatives and children are 'silenced'.

SKC and member clubs are fully supportive of 'whistle blowing' for the sake of the child and will provide support and protect those who whistle blow. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated club Safeguarding Officer. All representatives will be encouraged to talk to the CSO/LSO if they become aware of anything that makes them feel uncomfortable.

## Aftermath

Consideration should be given to the kind of support that children, parents/carers and SKC representatives may need.

Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

Counselling advice and support is available from:

1. The British Association for Counselling  
Tel: 01455 883300  
Email: [bacp@bacp.co.uk](mailto:bacp@bacp.co.uk)  
Website: [www.bacp.co.uk](http://www.bacp.co.uk)
2. COSCA (Counselling & Psychotherapy in Scotland)  
Tel: 01786 475140  
Email: [info@cosca.org.uk](mailto:info@cosca.org.uk)  
Website: [www.cosca.org.uk](http://www.cosca.org.uk)

## Recruitment

To ensure that all reasonable steps are taken to ensure unsuitable people are prevented from working with children these procedures must be followed.

### Recruitment

It is important for clubs to plan their volunteer recruitment, and this should include a risk assessment using the definition below to ascertain whether roles will have frequent and intensive contact with children and young people, therefore requiring recruitment checks.

It is likely that the following roles in particular will need to undergo recruitment checks prior to commencing volunteering/ work:

- Instructor
- Grading Examiner
- Coach
- Assistant Coach
- Team Manager
- Sports Official
- Volunteer
- Club Officer (where in a position of power/ influence with young people)

“Regulated activity is defined as working with children or vulnerable adults frequently (once a week or more) or intensively (4 times per month or more with the same vulnerable group, or overnight).”

Clubs should outline the skills, attributes, and any other requirements of the volunteer position being applied for, and let potential applicants know that they may be required to do one or more of the following:

- They may be required to complete an Application Form
- They may be asked to provide evidence any professional experience or competence that will assist them in fulfilling the role
- They may be asked to undergo some form of Safeguarding training
- They may be asked to provide one or more relevant confidential references
- If it is a new appointment, they must obtain a PVG Scheme Record membership in respect of the role being undertaken with their Club or Association.

## Training

All positions require some form of training, whether it is merely an initial introduction to the job or considerable skill-building in specific areas.

This training will be outlined by the Club or Association recruiting the volunteer and be roles specific.

Ongoing Safeguarding training is a requirement and refresher courses should be conducted to allow instructors and club officers to update their skills.

All training should be recorded by your Club or Association and be made available for inspection by any relevant body with lawful authority to do so.

Please contact the designated person at your Club/ Association for further details.

# Appendices

## 1. Statutory duties, roles, and responsibilities



## 2. SKC Equality Policy

The Scottish Karate Council is committed to incorporating equal opportunities into all aspects of its work. Members, volunteers, and employees are expected to ensure that no one suffers abuse, discrimination, or harassment on the grounds of race, sex, marital status, religious beliefs, class, disability, or sexual orientation.

The aim of the Equality Policy is:

- a) To promote respect for both individuals and groups in all aspects of the organisation.
- b) An expectation that the membership and its associates will actively promote equality of access to the organisation, which should be welcoming and indicate an understanding and response to a variety of needs and requirements.
- c) That members shall be afforded an equal opportunity to:
  - a. Be consulted on SKC needs
  - b. Know about SKC
  - c. Comment on the experiences of SKC
  - d. Receive full consideration and be fairly treated
  - e. Learn about positions whether voluntary or paid that arise within the association and to meet the requirements of the same

SKC will endeavour to give fair access to everyone considering any special provisions that may be required; for recruitment and training of disadvantaged people.

Training and education in relevant skills being provided without bias at all levels.

For further information, this section should be read in conjunction with the Scottish Karate Council Equality Policy.

### 3. SKC Code of Conduct

The Code of Conduct is an expression of the spirit in which it is expected members will conduct themselves on both a personal and professional basis.

It is not meant to suppress individuality but should reflect the ethos of our Association through the actions of its members. However, as with any code of conduct, serious and flagrant breaches will result in action being taken against offenders.

The Code of Conduct prescribes the standards, which may be considered when a member's conduct is subject of complaint and subsequent scrutiny; but that shall not prevent the consideration of any other relevant matters.

Any member contravening any section of the Code of Conduct may be liable to disciplinary action, which could result in expulsion from SKC.

At all times members are expected to uphold the good standing and reputation of SKC and shall:

- a) Comply with the law.
- b) Not misuse their authority or office for personal or other gain.
- c) Fully uphold the Equality Policy.
- d) Have a duty to provide information if requested by an appropriate person in respect of a Disciplinary investigation, or any breach of this code.
- f) Respect a person's rights and treat everyone accordingly.
- g) All active coaches of member Clubs and Associations should be certified as SKC accredited.



## 4. SKC Fair Play Code

Fair play is defined as much more than playing within the rules. It incorporates the concepts of friendship, respect, and always playing with the right spirit.

Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation, and corruption.

Fair play is an essential and central part of successful promotion, development, and involvement in sport. Through fair play, the individual, the sports organisations, and society as a whole win.

We all have responsibility to promote fair play.

### **The SKC will:**

- Promote and encourage fair play throughout its membership;
- Ensure that its rules are fair, clearly understood by students, coaches, officials, and administrators and they are properly enforced;
- Take every effort to ensure that its rules are applied consistently and with absolute impartiality;
- Treat all members equally, irrespective of gender, race, or physical characteristics;
- Impress upon students, coaches, officials, and administrators the need to maintain the highest standards of sportsmanship during their running of events and participation in sport.

### **SKC Officials will:**

- Abide by the rules and the spirit of the competition;
- Be fair, considerate, and honest with others;
- Be professional in their actions, language, presentation, manner, punctuality and should reflect high standards;
- Resolve conflicts fairly and promptly through established procedures;
- Maintain strict impartiality;
- Maintain a safe environment for others;
- Show caution and concern toward others;
- Be a positive role model to others;

### **SKC Members will:**

- Abide by the rules and the spirit of the competition;
- Accept the decisions of referees and judges without question or complaint;
- Never consider cheating and in particular, must not attempt to improve their individual performance by the use of drugs;
- Exercise reasonable self-control at all times;
- Learn to accept success and failure, victory, and defeat, with good grace and magnanimity and without excessive emotional display;  
Treat their opponents and team-mates with respect both in and out of the competition arena.

**SKC Association/ Club Coaches will:**

- Insist that students understand and abide by the principles of fair play;
- Never countenance the use of drugs by performers;
- Never employ methods or practices that could involve risks, however slight, to the long-term health or physical development of their performers;
- Not attempt to manipulate the rules in order to take advantage of their performers or their opponents.

**SKC Association/ Club Officials will:**

- Respect the regulations and authority of their governing body and its member organisations and not attempt to avoid or circumvent these regulations;
- Recognise the special role that they have to play in the establishment of standards by setting a good example of sportsmanship at all times;
- Respect the rights of other clubs and not deliberately act in a manner intended to be to the detriment of any other club;
- Respect the rights of students, coaches, officials and not exploit or deliberately act in a manner intended to be detrimental to them;
- Not endeavour to influence the result of a competition by any action not strictly within the rules and regulations, or within the fundamental precepts of fair play.

**Sponsors and promoters will:**

- Not seek to influence unduly or improperly the outcome of competitions by financial or other inducements;
- Recognise that the administration and organisation of all sporting competitions and events is the exclusive responsibility of the governing body.

## 5. Guidance on Appointing a Safeguarding Officer

Safeguarding is an overarching term that includes all aspects of wellbeing and protection of children and vulnerable people from abuse, harm, and neglect.

It is a prerequisite for all clubs and associations wishing to become members of the Scottish Karate Council that they have a suitable Safeguarding Officer appointed for their group. Any club or association that does not currently have an appointed Safeguarding Officer, or those who do who wish to verify they have adopted best practice should follow the guidance outlined via the following links:

- **sportscotland** - Standards for child wellbeing and protection in sport  
<https://sportscotland.org.uk/safeguarding-in-sport/child-wellbeing-and-protection/standards-for-child-wellbeing-and-protection-in-sport>
- **Children 1<sup>st</sup>** – Stay Safe in Sport – Guidance and Standards  
<https://www.children1st.org.uk/help-for-families/child-wellbeing-and-protection-in-sport/guidance/>  
<https://www.children1st.org.uk/help-for-families/child-wellbeing-and-protection-in-sport/information-on-standards-and-cwps-tool/>

## 6. SKC Incident Reporting and Other Relevant Forms

The Scottish Karate Council has compiled the following forms to offer member clubs and associations guidance and templates for the proper recording and reporting of matters relating to the associated form.

- SKC Safeguarding Incident or Concern Reporting Form
- SKC Bullying Reporting Form
- SKC Injury Reporting Form
- SKC Photography and Filming Consent Form
- SKC Acceptable Use of Internet and Social Media Form

This should not be viewed as an exhaustive list but rather the first of a suite of documents the SKC aims to develop and make available to all members.

## 7. PVG Requirements

The Scottish Karate Council anticipates that anyone being put forward by a member club or association as a Coach seeking certified accreditation will all meet all of their prerequisite criteria. This includes the following requirements in respect of Protecting Vulnerable Groups (PVG).

Membership and management of PVG Scheme Records is facilitated by Disclosure Scotland and a fee is applicable to employees. However, PVG membership is accessible to volunteers for free via the service provided by Volunteer Scotland.

With regard to PVG Scheme Records, it is also anticipated that every coach currently active in that role with any member club or association should have an existing PVG Scheme Record. When submitting their details for SKC certification their 16 digit membership number from their certificate should be provided.

If any club or association has any coaches that do not have an existing PVG Scheme Record membership, they should be processed via their parent club or association in the first instance to attain membership. The coach can thereafter be submitted for SKC certification once they have received their initial PVG membership certificates and have the required membership number.

Of course, PVG Scheme Records relate to regulated work with a specific employer (whether paid or voluntary work) and are not transferable, i.e., a PVG Scheme Record held for one occupation may not be used for any other regulated work, instead an Existing Scheme Record update is required.