



# **SOUTH COAST MARTIAL ARTS** **CHILD PROTECTION POLICY**

## **Introduction**

All clubs which make provision for children and young people must ensure that:

- the welfare of the child is paramount
- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

## **Policy statement /aims**

South Coast Martial Arts has a duty of care to safeguard all children involved in the organisation from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. SCMA will ensure the safety and protection of all children involved in the organisation through adherence to the Child Protection guidelines adopted by them.

A child is defined as a person under the age of 18 (The Children Act 1989).

## **Policy aims**

The aim of the SCMA Child Protection Policy is to promote good practice:

- providing children and young people with appropriate safety and protection whilst in the care of the organisation.
- allow all staff /volunteers to make informed and confident responses to specific child protection issues.

## **Promoting good practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club activity organiser must work with the appropriate agencies to ensure the child receives the required support.

## **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

### **Good practice means:**

Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).

- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with members (e.g. it is not appropriate for staff or volunteers 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 sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in taekwondo.

- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, instructors, or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. 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 young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental 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 consent if SCMA staff are required to transport young people 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. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children away from others
- avoid taking or dropping off a child to an event or activity.

## **Practices never to be sanctioned**

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the students involved. There is a need to be responsive to a person's reactions.

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

## **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

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

## **Use of photographic/filming equipment at sporting events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All staff should be vigilant and any concerns should be reported to the Clubs Child Protection Officer (details of officers at the end of the document).

Videeing as a coaching aid: there is no intention to prevent the clubs instructors using video equipment as a legitimate coaching aid. However, students and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

## **Recruitment and training of staff and volunteers**

SCMA recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

- Consent is obtained from an applicant to seek information from the Criminal Records Bureau.

## **South Coast Martial Arts requires:**

- Instructors to have a recognised qualification and insurance.
- Instructors to attend an in house good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to complete an in house awareness training on child protection.
- Members of the leadership team 18 years old and under to complete an anti bullying awareness session.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a national first aid training (where necessary).
- Attend update training when necessary.

## **Responding to allegations or suspicions**

It is not the responsibility of anyone working in SCMA, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

SCMA will insure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

## **Action if there are concerns**

### **Concerns about poor practice:**

- If, following consideration, the allegation is clearly about poor practice; the designated SCMA Child Protection Officer will deal with it as a misconduct issue.

### **Concerns about suspected abuse:**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to SCMA's Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- SCMA Child Protection Officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the SCMA's Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager (Mr Chris Wood) who will refer the allegation to Social Services.

## **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:

- SCMA'S Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- SCMA's proprietor Mr Chris Wood

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## **Internal enquiries and suspension**

- The Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries SCMA Disciplinary Committee (made up of Mr Chris Wood ,Mr Gary Burdock and Child Protection Officer) will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the SCMA Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

## **Support to deal with the aftermath of abuse:**

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

### **Allegations of previous abuse:**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, SCMA should follow the procedures as

detailed above and report the matter to the social services or the police. This is because other children, either within or outside the club, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

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

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

### **Action to help the victim and prevent bullying in sport:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

### **Action towards the bully(ies):**

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by instructors and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the SCMA Child Protection Officer as in "responding to suspicions or allegations" above.

### **Concerns outside the immediate sporting environment (e.g. a parent or carer):**

- Report your concerns to the SCMA Child Protection Officer, who should contact social services or the police as soon as possible. **See 4. below for the information social services or the police will need :**
- If the club Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social Services and the SCMA's Child Protection Officer will decide how to involve the parents/carers.
- SCMA's Child Protection Officer should also report the incident to the clubs proprietor Mr Chris Woods. He will then ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.
- Maintain confidentiality on a **need to know** basis only.

## **Information for social services or the police about suspected abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Helpline on 0808 800 5000, or Child-line on 0800 1111.

## Defining child abuse

**Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.**

It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people, and are usually known to and trusted by the child and family.

There are four main types of child abuse: **physical abuse**, **sexual abuse**, **emotional abuse** and **neglect**. The abuser may be a family member, or they may be someone the child encounters in a residential setting or in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming that child.

### Physical abuse

Physical abuse may involve 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 the symptoms of, or deliberately induces, illness in a child.

Examples of physical abuse in sport may be when a child is forced into training and competition that exceeds the capacity of his or her immature and growing body; or where the child is given drugs to enhance performance or delay puberty.

### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the

coach over young performers, if misused, may also lead to abusive situations developing.

## **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, and sarcasm or bullying. Putting them under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat, or exposing them to unnecessary risk of injury.

## **Abuse of children and young people with a disability**

Some children and young people with a disability are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse, and to be believed. For example, if their disability means that they:

- Have limited life experiences and so have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what is appropriate and inappropriate behaviour.
- Have been encouraged to comply with other people's wishes and not to question authority figures.
- Are afraid to challenge potentially abusive situations because of fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble.
- May not be able to report abuse either because there is no-one they can report it to or because they do not have the appropriate language to use.
- May not be able to recognise that abuse has taken place.
- Feel powerless because they have to depend on others for personal support.
- May not be able to physically remove themselves from abusive situations.
- Are not believed because their authority figures cannot accept that anyone would abuse a disabled child.
- May not have anybody they can trust and confide in.
- May feel guilt or shame about the abuse which prevents them from reporting it.
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
- Have low self-esteem and a poor self image.

The above definitions are adapted from:

HM Government (2006) Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children. London: Department for Education and Skills (DfES).

Kerr, A. (1999) Protecting disabled children and adults in sport and recreation: the guide. Leeds: The National Coaching Foundation.

Bailey, G. (1998) Action against abuse: recognising and preventing abuse of people with learning disabilities. ARC Publications.

## Racism

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry Report on Stephen Lawrence as 'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'.

It is important that sports leaders are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. **At the same time they must be clear that child abuse cannot be condoned for religious or cultural reasons.**

Instructors should also be aware of the broader social factors that serve to discriminate against black and minority ethnic people. Working in a multi-racial and multicultural society requires professionals and organisations to be committed to equality in meeting the needs of all children and families, and to understand the effects of racial harassment, racial discrimination and institutional racism, as well as cultural misunderstanding or misinterpretation.

Instructors should guard against myths and stereotypes - both positive and negative - of black and minority ethnic families. Anxiety about being accused of racist practice should not prevent the necessary action being taken to safeguard and promote a child's welfare.

All children, whatever their religious or cultural background, must receive the same care and safeguards with regard to abuse and neglect.

## Bullying

Bullying, racism and other types of discrimination are forms of child abuse, even though those responsible are often young people. It is important to recognise the impact and extent of bullying and discrimination in the lives of young people. Sports organisations have a duty of care to safeguard children from harm, including disabled children and others who may be particularly vulnerable.

### What is bullying?

Bullying can be psychological, verbal, or physical in nature. It involves an imbalance of power in which the powerful attack the powerless, and occurs over time rather than being a single act. Examples of bullying behaviour include:

- 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.

In a recent study, Child maltreatment in the United Kingdom: a study of the prevalence of child abuse and neglect, boys were most likely to experience physical bullying or threats, or have property stolen or damaged. Girls were more likely to be ignored or not spoken to.

Bullying by adults was a less common experience but one in ten young people reported this. Their most common experiences of adult bullying were:

- being deliberately embarrassed or humiliated
- being unfairly treated or verbally abused
- being ignored or not spoken to.

## **Club guidelines**

**Practical ways for SCMA to help safeguard the children and young people who take part in lessons:**

### **Ratios**

Adult/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs. The lower the age of the participants, the greater the need for supervision. If the activity is mixed gender, male and female staff should be available.

### **Changing rooms**

For SCMA facilities, when children and young people use changing rooms, they should be supervised by their parents as many of the venues are in public places that allows open access for the general public. Adult staff /volunteers should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls. Instructors and all members of SCMA should use the correct changing facility's that are available at the venue and should refrain from changing in the dojang where other members could take offence.

If children with disabilities use the club, make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

## **Injuries and illness**

SCMA have guidelines and report forms for any injuries children sustain during training. Where staff witness an injury the parents must be told as soon as possible. If the child needs medical attention you must arrange this immediately and inform the parents/carers as soon as possible. You should always ensure you have up-to-date contact details at sports activities or events and information about any relevant medical conditions.

## **Collection by parents/carers**

South Coast Martial Arts recommends that parents stay at the training sessions if however the parent is leaving the child they should inform the instructor that is taking the lesson that they are leaving and the arrangements they have made with the child/ren:

- Who is picking the child/ren up
- What time they will be back

The parent should inform the instructor when they remove the child/ren from the premises until that time the child/ren should remain in the dojang.

## **Late collection of children**

Late collection of children by parents presents SCMA and instructors with a potentially difficult situation. SCMA have developed written guidelines for parents, that is included in SCMA code of conduct which explains the policy for dealing with late collection of children.

### **The guidelines:**

- It is not the responsibility of SCMA to transport children home on behalf of parents who have been delayed
- helpline 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 instructors 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.

### **Transporting of Children by SCMA Instructors and Staff**

Students that require regularly transportation to a class by an instructor should provide written consent by their parents that will be held on record. If transportation to a competition or event is required then a request slip for parental consent will be provided to the parents to complete and return before the event.

The instructor / staff member must feel happy with the situation and if possible have a third member in the car.

If parents are providing transportation to classes for other students SCMA holds no responsibility.

### **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/young person.

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 tae kwon do
- reinforce positive behaviour or attitudes
- reinforce awareness of health and safety aspects of the activity.

## Sanctions

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child should be taken into consideration when using sanctions. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied. They should never be used to retaliate or to make an instructor feel better. The following steps should always be used in conjunction with the code of conduct for young people:

- rules should be stated clearly and agreed
- a warning should be given if a rule is broken
- a sanction (for example, use of time out) should be applied if a rule is broken for a second time.
- if a rule is broken for the third time the child should be spoken to, and if necessary, the parents/guardians may be involved
- sanctions should not be applied if an instructor is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible
- a child should not be sanctioned for making errors when s/he is playing
- physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life
- sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport
- once sanctions have been imposed, it is important to make the young person feel s/he is a valued member of the group again
- where relevant, some sanctions may need to be recorded and parents informed.

## **Physical contact**

Tae kwon do requires a degree of physical contact between instructors and children or young people. Instructors may need to use it to instruct, encourage, protect or comfort. Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The instructor should only use physical contact if their aim is to:

- develop sports skills or techniques
- to treat an injury
- to prevent an injury
- to meet the requirements of taekwondo.

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

All injuries should be fully recorded by staff.

## **Sexual activity**

Within sport, as within other activities, sexual relationships do occur. SCMA is aware of the law relating to sexual behaviour and follows and promotes the guidelines relating to sexual activity.

### **Guidelines:**

**Sexual activity between children/young people involved in sport** is prohibited during team events, in sports facilities or social activities organised by SCMA. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action and reports being made to external agencies like the police or social work departments.

### **Sexual interactions between adults and young people (16+) involved in sport**

Sexual activity between adults and young people (16+) involved in Tae kwon do is prohibited when the adult is in a position of trust or authority (instructor, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action. In the case of criminal action the police will be contacted.

**Sexual activity between adults and children under the age of 16** is a criminal act and immediate action will be taken to report it.

## **Participants with disabilities/medical conditions**

Children or young people with disabilities have the same rights and opportunities as others involved in Tae Kwon Do do to have fun and be safe. Their particular vulnerability to abuse or neglect requires SCMA to take additional steps to safeguard them.

It is recognised that children with a disability:

- have the same needs and require the same safeguards as all children
- may also have additional needs associated with their disability, which may increase their vulnerability to abuse
- are often more dependent on adults, e.g. in intimate care needs and may be cared for by a number of different adults. Such children often spend a lot of time away from home
- may be unable to recognise abusive behaviour because they may have learning difficulties or a lack of awareness, and /or reduced exposure to the norm of adult/children interactions. For example, a child with disabilities may have difficulty in differentiating between appropriate and inappropriate touching
- particularly those with physical disabilities, may have a poor and/or incomplete body image and therefore may not recognise inappropriate behaviour.

## **Photographing participants**

### **Using photographs and images of children on websites and other publications**

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications.

Certain individuals will visit sporting events to take inappropriate photographs or video footage of young sports people. SCMA is vigilant about this possibility. Any concerns during an event should be reported to the child protection officer or an instructor.

If SCMA commissions a professional photographer or invites the press to an event, the child protection officer or senior instructor will ensure they understand SCMA expectations of them in relation to child protection. SCMA will provide:

- a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography
- issue them with identification which they must display at all times
- inform members and parents that a photographer will be present at the event and ensure they consent to filming and/or photography and to its publication
- do not allow photographers unsupervised access to child members or one-to-one photo sessions during the event
- do not approve photo sessions outside the events or at a participant's home.
- Ensure an up to date consent form is held for the member being photographed.
- obtain permission for the filming/photographs to be taken both from the subjects and their parents/carers.

### **Videoing as a coaching aid**

Video can be a legitimate coaching aid for the organisations instructors. However, if it is used make sure that children and their parents/carers understand that it is part of the training programme. Make sure that the films are then stored safely.

### **Using photographs of children on websites**

**Photographs of children and young people on websites can pose direct or indirect risks to their subjects.**

Images accompanied by personal information - 'this is X who likes to collect stamps' - could be used by an individual to learn more about a child prior to 'grooming' them for abuse. Or the content of the photo could be used or adapted for inappropriate use.

SCMA will only use photographers on their website with prior consent from the member and parent/carer. No names of the children will be included on the website or any other personnel information supplied. All children will be appropriately dressed in a dobok, if the photographers are from an event or day out i.e. beach training no photographers will be taken of children in swimwear. Photographers will only be used that represent Taekwondo do appropriately in correct equipment and dress.

## **SCMA will take the following steps to reduce the potential for misuse:**

- Avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. If a photograph is used, avoid naming the child.
- All parents must complete a permission form that is held with the club administrated to state permission and consent has been given for their child to be photographed
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Safety Gear. It is important that children are not featured wearing jewellery, body piercing or clothing that could cause safety issues. Also ensure that the photographer photographs the subject(s) in the appropriate safety equipment/dress.

## **Guidelines on Staffing/Supervision Ratios for Children/Young People's Activities**

SCMA recognises the importance to ensure that, in planning and running sports activities for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This will minimise any risks to participants, enhance the benefits they draw from the activity, reassure carers, and provide some protection those responsible for providing the activity in the event of concerns or incidents arising.

Due to the number of potential variables, it is not possible to recommend "one size fits all" guidance to cover all activities involving children and young people. There are, however, a number of key principles that SCMA recommended as good practice:

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity are suitable to do so i.e.

- had a recent CRB or consent to the organisation Vetting them
- insurance appropriate to their activity
- codes of practice
- appropriate qualification for their activity
- understanding of their responsibility to safeguard children

SCMA has a system to allow under 18's to receive coaching or refereeing awards but will only use this as a developing tool for a young persons sense of belonging & responsibility rather than depending on them to take full responsibility for managing a group of children. Under18 year old instructors will only supplement the adult instructors supervising the activity, and will be a part of the Leadership team that gains training in working with peers and anti bullying workshop.

- SCMA recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of a participants requiring the attention of an adult during the activity following an accident).
- In the planning of all lessons, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.

Key factors to assess include:

- Age of children
- Additional supervision/support needs of some or all participants (for example due to disability)
- Competence/experience of participants for the specific activity
- Nature of activity
- Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

### **Recommended Minimum Supervision Ratios**

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the following guidelines are considered as minimum requirements for any activity:

Children under 8 years old:

- One adult to eight participants (with a minimum of two adults)

This is based on the government's guidance for the provision of out of school care for children under eight years old. (Out of School Care: Guidance to the National Standards, OFSTED 2001)

Children over 8 years old:

- One adult to ten participants (with a minimum of two adults)

## **Parents and Carers**

Although SCMA encourages parents/carers to accompany children to activities, we do not include those in the planning or providing activities calculations, unless the carers/parents are acting in a formal volunteering or other capacity during the activity. In these circumstances, this should mean that those parents/carers meet all appropriate requirements in terms of;

- appropriate checks,
- clarity about their role
- who has overall responsibility for the group
- what is acceptable practice