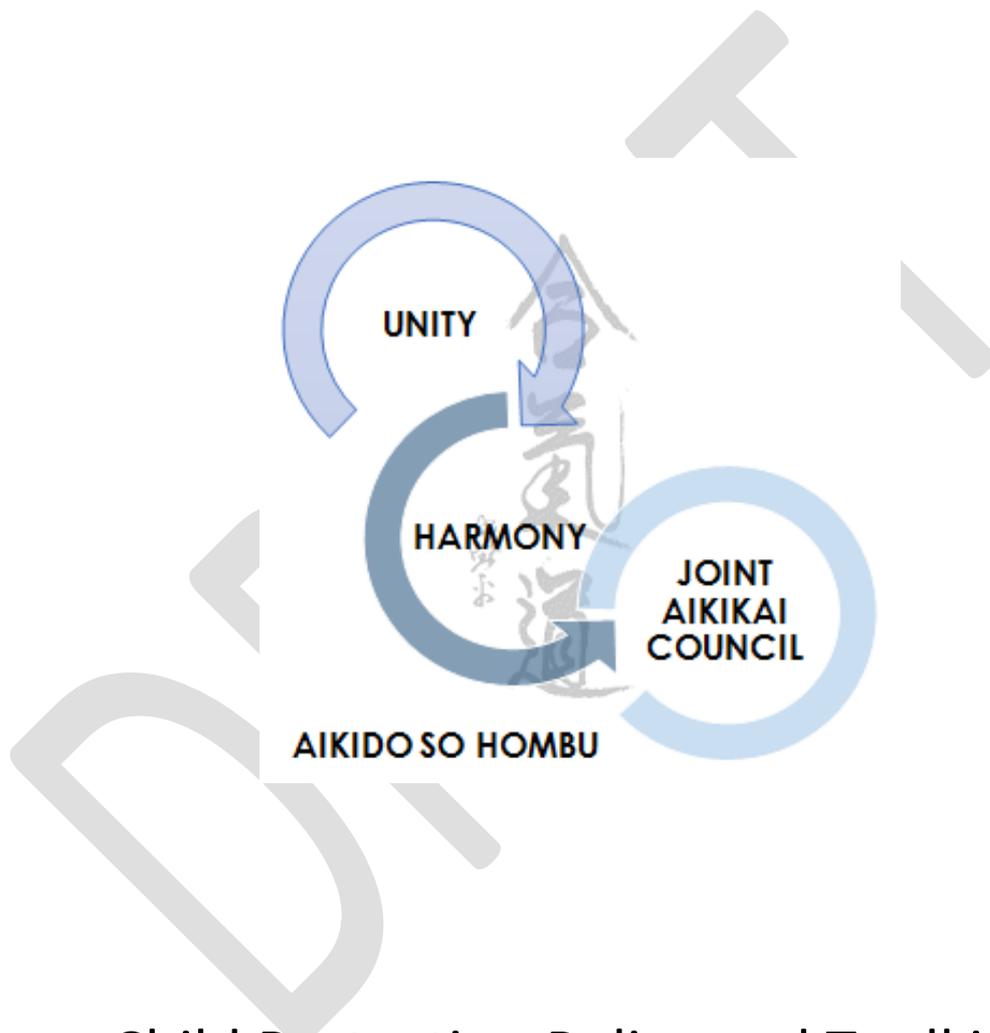
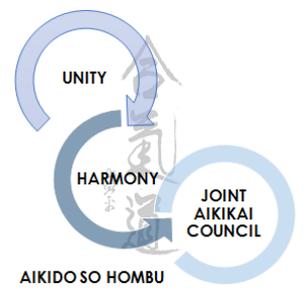
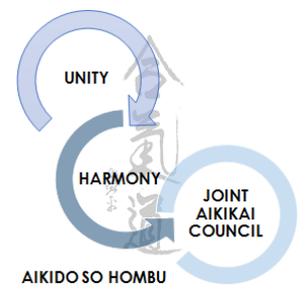


Joint Aikikai Council



Child Protection Policy and Toolkit

Joint Aikikai Council



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Policies

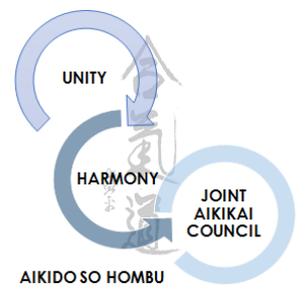
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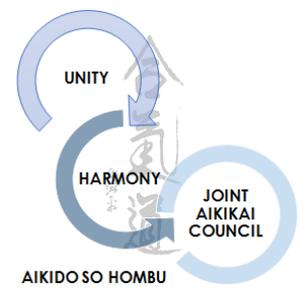
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Joint Aikikai Council

This document has been created with the help and assistance from the following organisations.
The Joint Aikikai Council is honoured to be working alongside with:



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1. Introduction

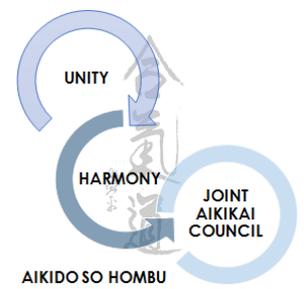
This document serves to provide advice and guidance in recognising, responding to and reporting child abuse in any form. In addition to this document other policies, procedures and toolkits exist that support this main paper. This document has been produced by the Joint Aikikai Council (referred to as JAC) and supporting agencies and organisations that are listed below. The JAC is committed to continually work in partnership with these organisations to continue to deliver best practice to its membership

The JAC is a governing body for traditional Aikikai aikido and its policies and procedures are implemented throughout the United Kingdom via affiliated organisations and clubs.

The JAC recognises that child protection and safeguarding (including that of vulnerable adults) is paramount and will take measures to ensure that policies and procedures are adhered to. This will be achieved by the appointment of an organisational Lead Child Protection Officer (LCPO), Member Organisational Child Protection Officer (CPO) and CPO's at club level.

The JAC will take procedure from The Children's Act 1987 which defines a child as a person under the age of 18.

This document and associated appendices are compulsory requirements that are to be adopted by members whether they operate in a voluntary or professional capacity



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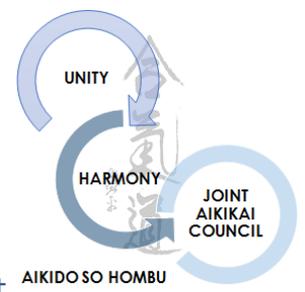
2. Joint Aikikai Council Lead Child Protection Officer

Role Description

The Child Protection Officer is responsible for advising the Joint Aikikai Council (JAC) on existing and new child, young person and vulnerable adult policy arising from Government legislative changes. The Child Protection Officer shall therefore:

- To liaise on behalf of the Association with the JAC Member Organisations on all matters regarding child and young person protection.
- To advise the Association on changes in legislation and how the Association is affected.
- Advise on CRB longevity, issue, collate and witness new CRB applications.
- To be the point of contact between the two bodies.
- To advise the Committee on new Government legislative changes that affect JAC codes of practise on child protection policy.

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3. Safeguarding Children & Child Protection Policy Mini Statement

To be used on JAC Website and free to use by member organisations and affiliated clubs

“The welfare of children within Aikido is paramount and the JAC are committed to ensuring the correct policies are adhered to within the activity. The JAC Safeguarding and Protecting Children Policy contain the key principles and procedures which must be adhered to by all clubs in teaching the martial art to ensure that young people in the activity can be healthy and happy, and allow them to enjoy and develop in the martial art of Aikido.”

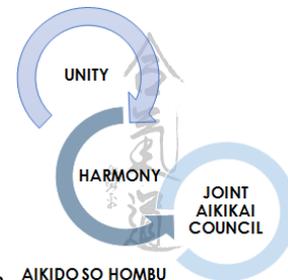
The JAC Safeguarding Officer will support all affiliated associations to ensure that best practice is followed at all times and is working along the NSPCC and Child Protection in Sport Unit (CPSU) the JAC will produce the appropriate documentation to support its commitment to Child Protection.

The JAC Child Protection Policy can be found on page ** of this document. Supporting the Policy further procedures and tool kits will be created to assist affiliated JAC Members and clubs they are responsible for.

The Child Protection and Safeguarding Officer will with professional assistance produce but not be limited to the following procedures:

- JAC Child Safeguarding Policy
- Anti - Bullying Policy
- Changing Room Policy - Including Club responsibilities after a training session
- Child Transport Policy
- Criminal Records Bureau Enhanced Disclosures and Independent Authority Registration Procedures
- Electronic Communications and Young People
- Guidance on Children and Adults on the mat together
- Information Sheet - Complaints or Allegation against JAC Member
- Photographic and Image Policy
- Role of the Association Child Protection Officer
- Role of the Club Welfare Officer
- Safeguarding - Action to take if the incident occurred inside the activity
- Safeguarding - Action to take if the incident occurred outside the activity
- Safeguarding - Late Collection Policy
- Safeguarding - Missing Child Policy
- Safeguarding - The Coach Code of Conduct and responsibilities within their relationship of trust
- Safeguarding Incident Report Form
- Safeguarding Recruitment Policy - Volunteers & Employees
- The law on smacking children
- Vetting and Barring Scheme Guidance
- Vulnerable Adults Information

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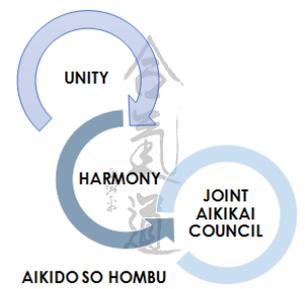
The JAC will also organise and provide suitable Child Protection and Vulnerable Adult recognised training partners such as Sports England and the NSPCC and provides a framework for volunteers to attain DBS (former CRB) checks.

4. Joint Aikikai Council Child Protection Police and Toolkit Development Framework

Following the official creation of the Joint Aikikai Council in **** the Child Protection Officer will develop full toolkits to cover the areas listed below

Child Protection Theme	Date Completed	Date Signed Off
JAC Child Safeguarding Policy	X	
Anti - Bullying Policy	X	
Changing Room Policy - Including Club responsibilities after a training session		
Child Transport Policy		
Criminal Records Bureau Enhanced Disclosures and Independent Authority Registration Procedures		
Electronic Communications and Young People		
Guidance on Children and Adults on the mat together		
Information Sheet - Complaints or Allegation against JAC Member		
Photographic and Image Policy		
Role of the Association Child Protection Officer		
Role of the Club Welfare Officer		
Safeguarding - Action to take if the incident occurred inside the activity		
Safeguarding - Action to take if the incident occurred outside the activity		
Safeguarding - Late Collection Policy		
Safeguarding - Missing Child Policy		
Safeguarding - The Coach Code of Conduct and responsibilities within their relationship of trust		
Safeguarding Incident Report Form		
Safeguarding Recruitment Policy - Volunteers & Employees		
The law on smacking children		
Vetting and Barring Scheme Guidance		
Vulnerable Adults Information		

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5. Joint Aikikai Council Child Protection Policy

Adapted from Firstcheck, NSPCC 2006

This policy applies to all coaches and teachers, students and members, paid staff, volunteers and sessional workers, agency staff or anyone working on behalf of The Joint Aikikai Council.

The purpose of this policy:

- To protect children and young people who receive teaching and coaching of aikido from associations and clubs affiliated to the Joint Aikikai Council's. This extends to the children of adults who attend classes and courses
- To provide coaches and students with the overarching principles that guide our approach to child protection; The Joint Aikikai Council believes that a child or young person should never experience abuse of any kind. The organisation, affiliated groups, clubs, coaches and students have a responsibility to promote the welfare of all children and young people and to keep them safe.
- Sporting activities including martial arts and individual styles such as aikido provide children, vulnerable adults and participants with disabilities the opportunity to enjoy physical activity, enhancing their fitness whilst increasing self-empowerment and self-esteem. Therefore children and other identified groups should be able to practice in a safe and non-threatening environment. It is with this and the other points that the JAC have designed and developed these policies and procedures.
- This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely: Children Act 1989, United Convention of the Rights of the Child 1991, Data Protection Act 1998, Sexual Offences Act 2003, Children Act 2004, Protection of Freedoms Act 2012, relevant government guidance on safeguarding children
- The welfare of the child is paramount, as enshrined in the Children Act 1989. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare. We will seek to keep children and young people safe by: Valuing them, listening to and respecting them, adopting child protection practices through procedures and a code of conduct for staff and volunteers, developing and implementing an effective e-safety policy and related procedures, providing effective management for staff and volunteers through supervision, support and training, recruiting staff and volunteers safely, ensuring all necessary checks are made, sharing information about child protection and good practice with children, parents, staff and volunteers, sharing concerns with agencies who need to know, and involving parents and children appropriately.
- The JAC will ensure that all allegations of abuse and incidents of poor practice are taken seriously. Supporting this the JAC will seek to provide suitable Child protection Officers within its member organisation and provided then with relevant information and training to support their roles.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

Date:

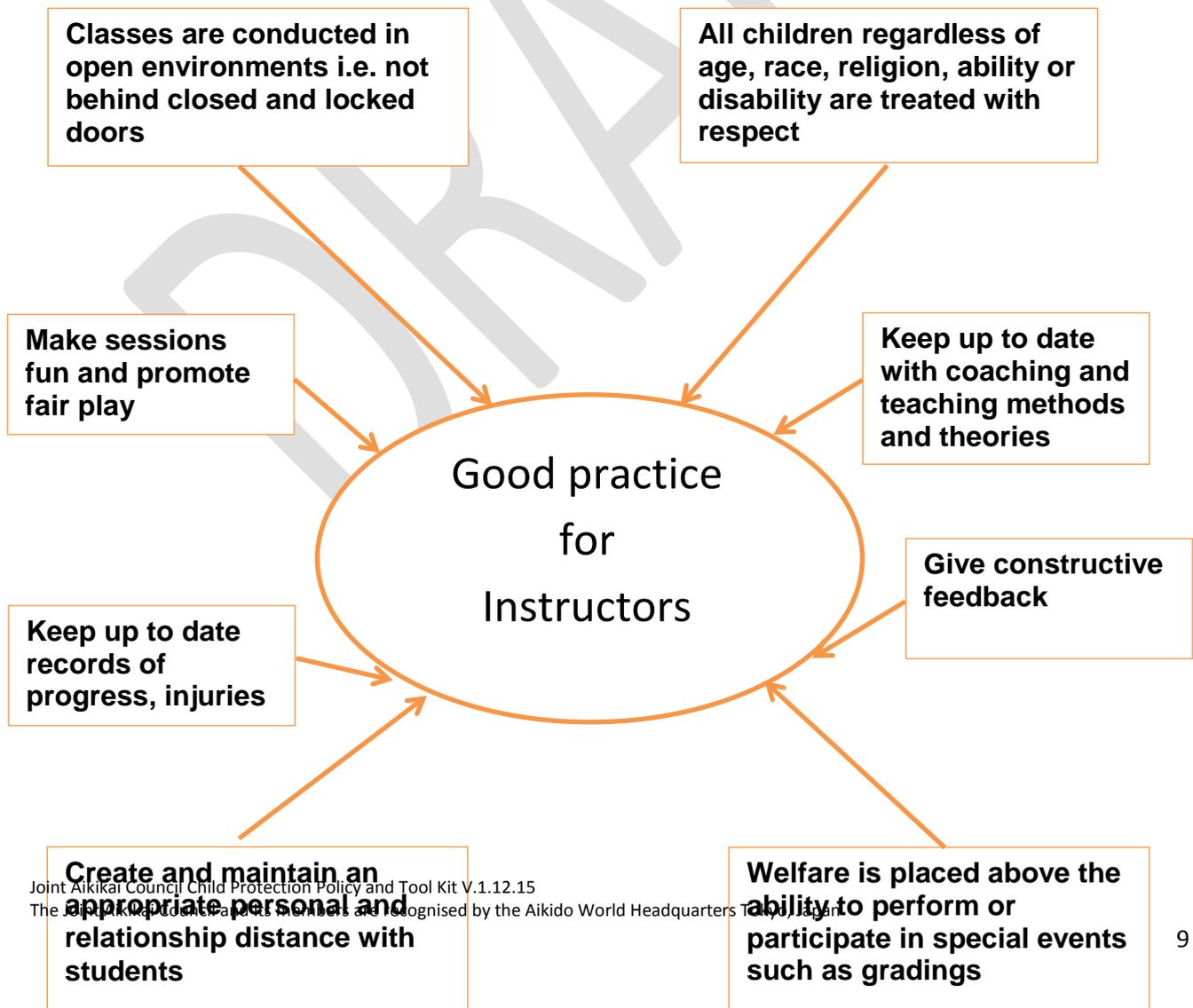
Signed

6. Joint Aikikai Council Guide to Good Practice

Aikido offers children and young people the opportunity to access a system of not only physical exercise but the opportunity for them to gain other benefits such as self-empowerment, self-esteem and general wellbeing. The JAC recognises that abuse can occur in the home at school and within other sporting and activity environment and that some individuals seek to volunteer within organisations to cause children harm.

To assist coaches and volunteers the following guidelines will help clubs and membership organisations establish good practice within traditional aikido and those children who are identified as being a victim of abuse will receive the appropriate support.

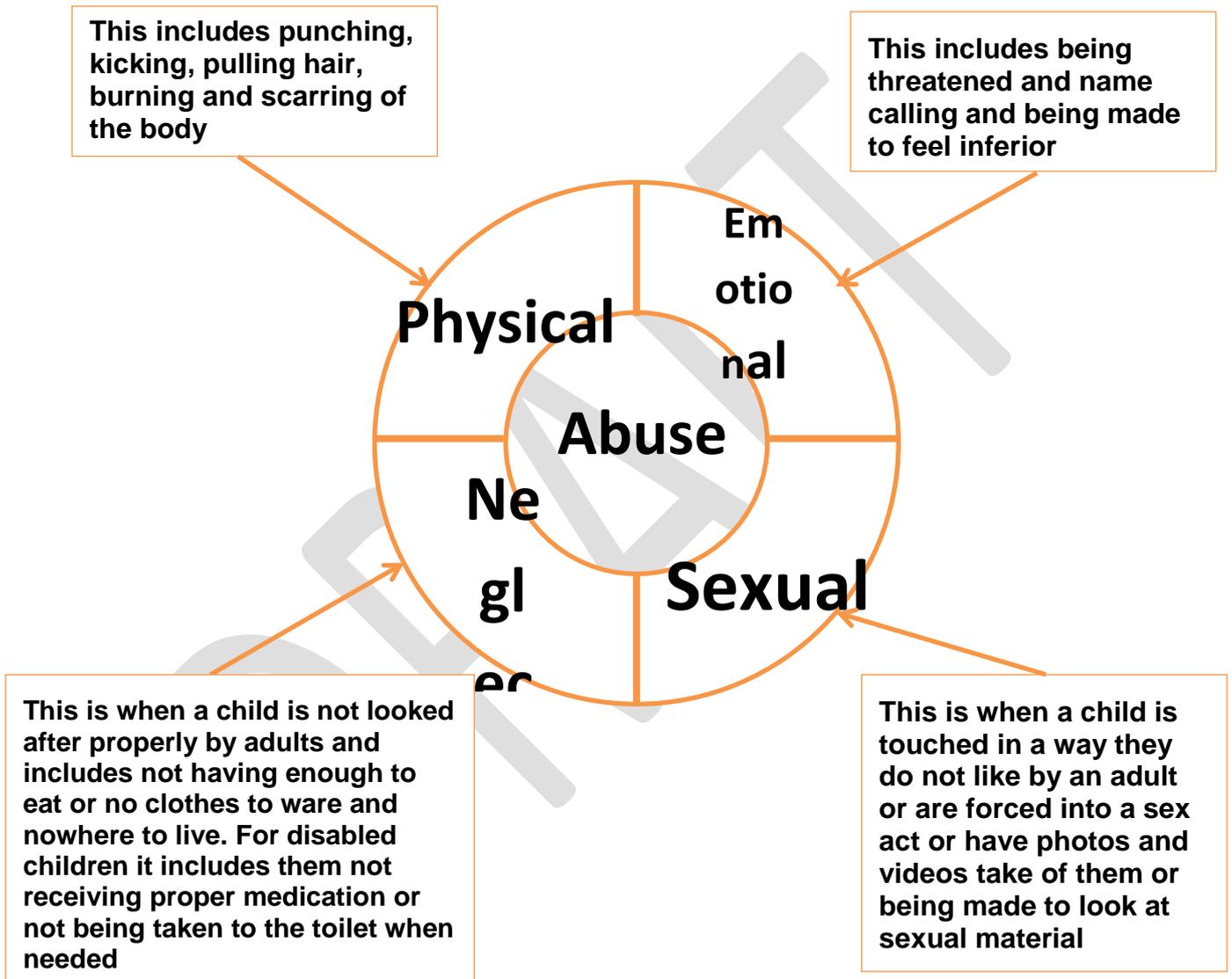
Good Practice for Coaches and Instructors



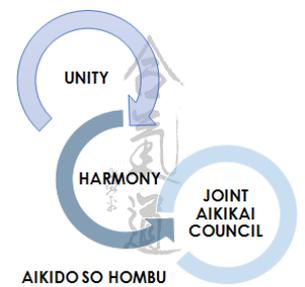
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7. Defining Child Abuse

The below diagram identifies the four main areas of child abuse



Bullying is also a form of abuse and is covered in the JAC Anti-bullying policy



Identifying signs of abuse is difficult as every child is different and will respond differently to the impacts of distress. Different forms of abuse have differing effects on children and their age also has an influence of the child's response. There are however some common behaviours and identifiable signs that instructors and volunteers should be aware of:

The Common Signs of Abuse

Injuries that are unexplained or do not have a satisfactory cause. Be aware of bite marks, bruises and burns on areas of the body you would not expect them

A child is uncomfortable being around certain people including parents and instructors

General deterioration in a child's health, appearance or rapid weight loss or gain

A child behaviour changes. They may become withdrawn, quiet or even aggressive towards others

A child shows unexpected sexual awareness and inappropriate for their age

A child has pains, itches or bruising around their genitalia

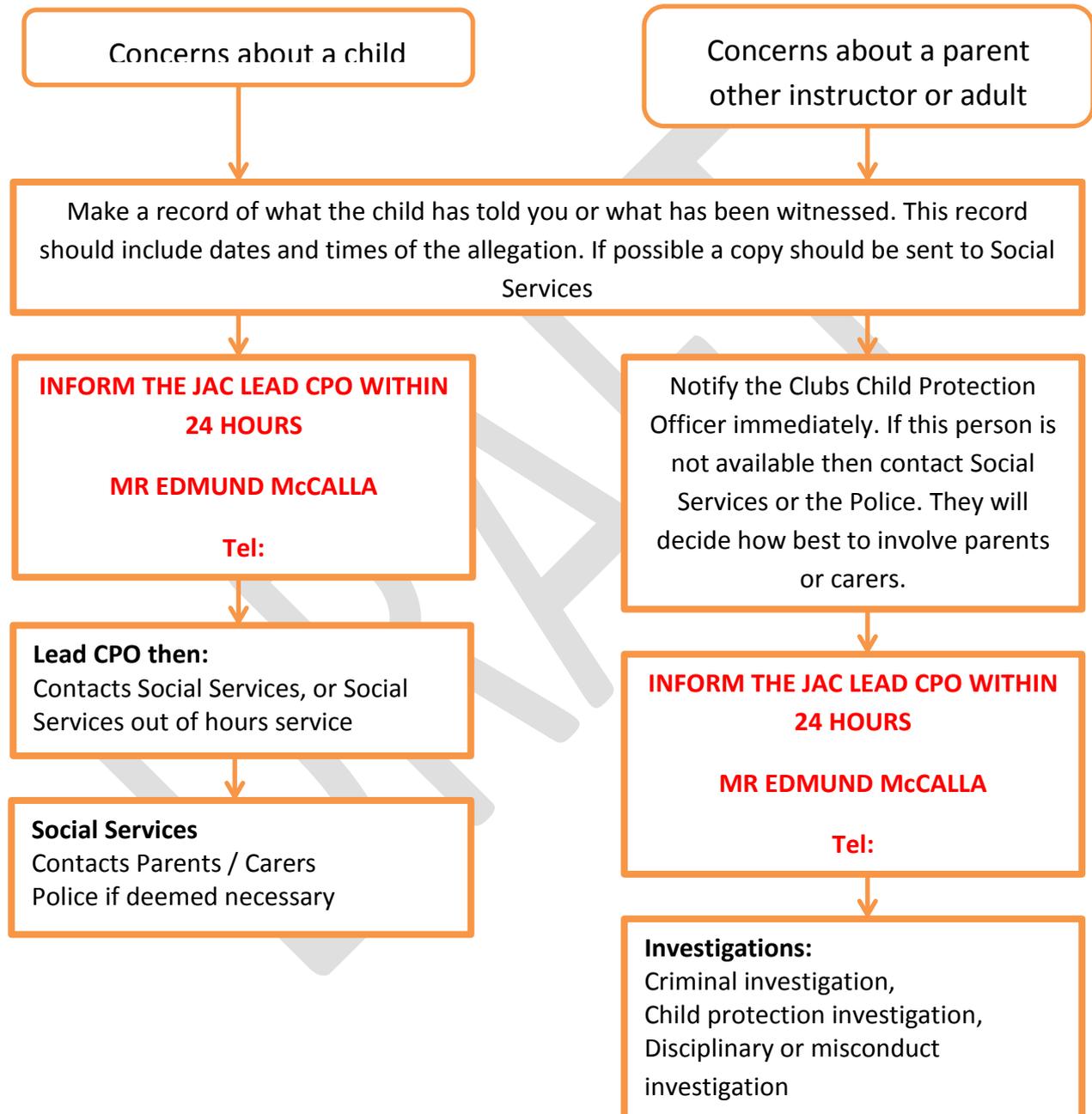
A child does not want to remove clothing a prefers to be covered up

IF YOU HAVE ANY CONCERNS, ACT ON THEM!

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9. Acting on Signs of Abuse

Action should be taken against signs of child abuse if you have concerns about the welfare of a child or concerns about a parent or other adult the child is in contact with, be this with the instructors club or other activity.



It is not the responsibility of anyone within the JAC to take responsibility or decide if child abuse has occurred or not. This is the responsibility of the child protection services and agencies. It is the responsibility of instructors and volunteers to contact the relevant agencies if they suspect that abuse has taken place.

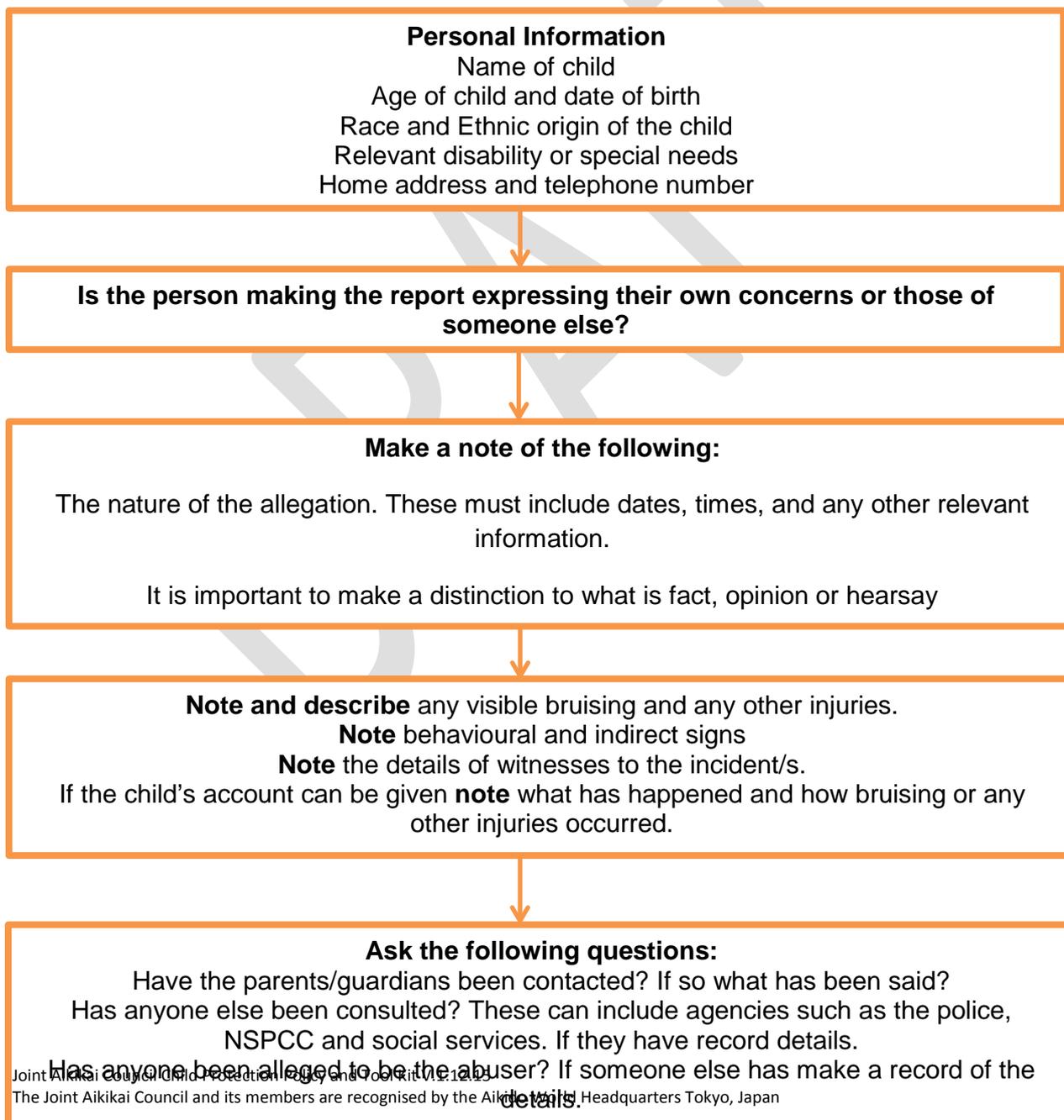
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Advice and information is available from the local Social Services Department, The Police hour Help line 0800800 5000.

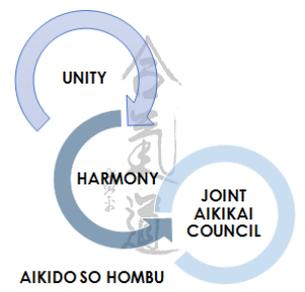
10. Dealing with Information and Confidentiality

When a concern is raised it is important that information is recorded in a clear and concise fashion. To help with this initial information of child abuse should be recorded on the JAC Child Protection Disclosure Form. A copy of this form can be found in Appendix **.

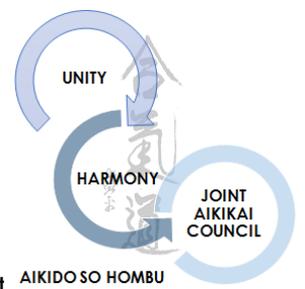
To help agencies such as social services and the police with their investigations record as much detail as you an including:



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In dealing with allegations and issues of child abuse confidentiality is of utmost importance. Therefore confidentiality should be upheld at all times including during enquiries and investigations and with respect to people involved. Information should only be shared on a need to basis with interested parties. These may include:

- The Association Child Protection Officer
- The JAC Lead Child Protection Officer
- Social services police and other authorised organisations
- Parents of the child who is alleged to have been abused
- The person making the allegation
- The alleged abuser and parents if the alleged abuser is a child

Instructors and volunteers should make sure that all information is clearly recorded and kept in a secure place in line with data protection laws. Information recorded should therefore be accurate, regularly updated, relevant and secure

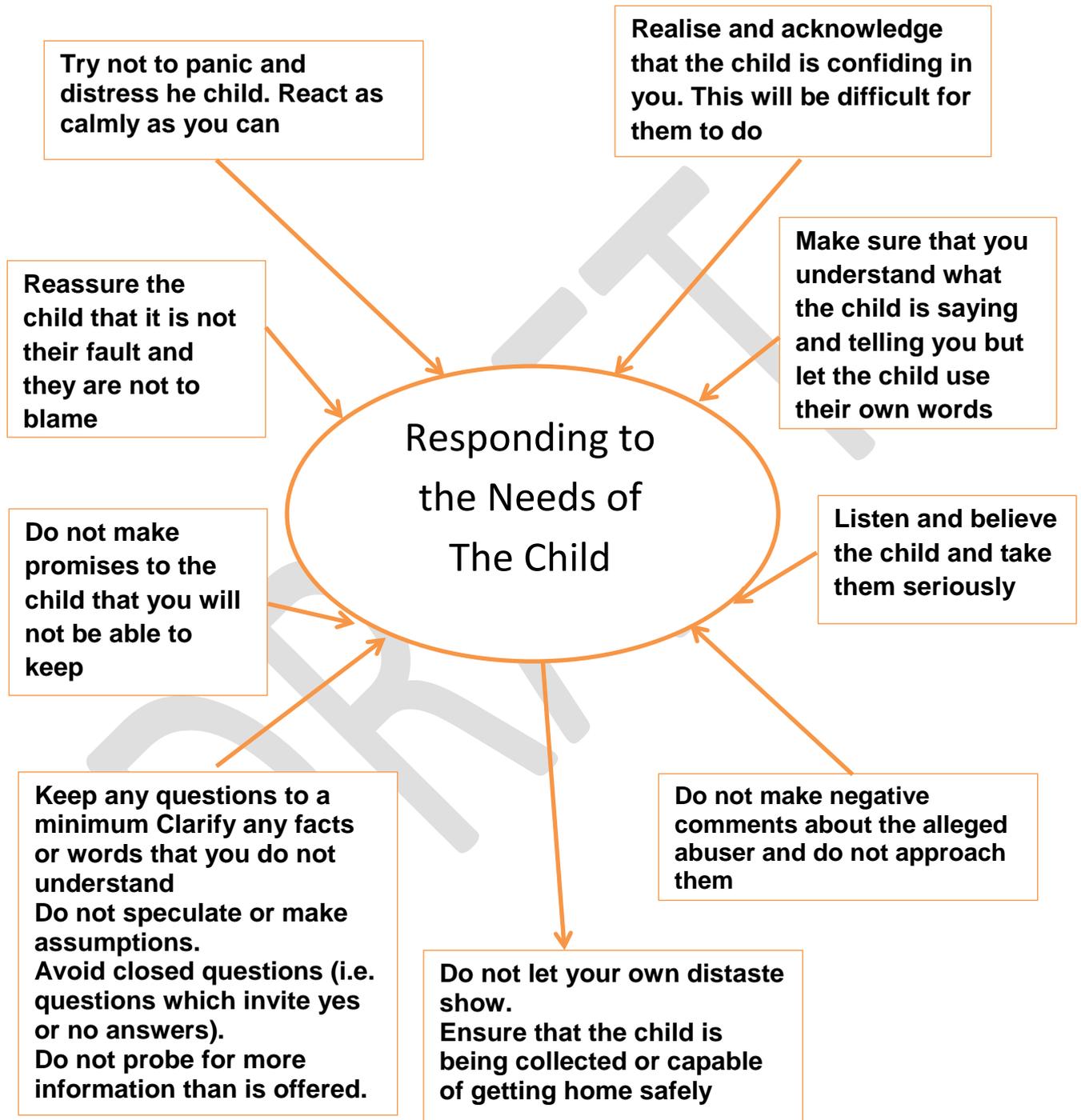
If you have concerns about sharing or reporting information on senior members of a club, association or the JAC further advice and support can be gained obtained from social services direct, the NSPCC on 0808 800 5000, or Child line on 0800 1111.

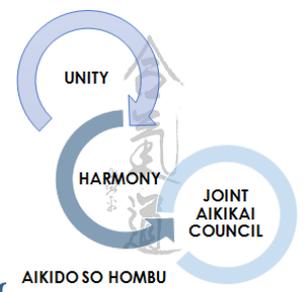
The JAC Child Protection reporting form can be found in Appendix **

Remember the welfare of the child is paramount!

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11. Responding to the needs of the child





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12. Dealing with false allegations and avoiding bad practice

False allegations of abuse are rare but they do occur. Due to this the following guidelines within the JAC Child Protection Policies and Procedures should be followed by all associations and clubs within the organisation.

Remember that the welfare of the child is paramount and that coaches and other volunteers should always take immediate action if a child reveals or indicates that they are being abused or that you suspect that this is the case

Children who are suffering from abuse will only tell people they trust and who they feel safe with. Martial Arts instructors share a close relationship with their students; therefore students see coaches and other club volunteers as someone they can trust.

As a coach or volunteer you may wish think about how you would respond if a child revealed that they were being abused to you. This can prepare you mentally and avoids putting yourself at risk. You also may want to think about how you would listen to a child telling you of their situation and how you would deal with their child's parents or carers, other people in the club and organisation and others such as the police, teachers social workers and even the media

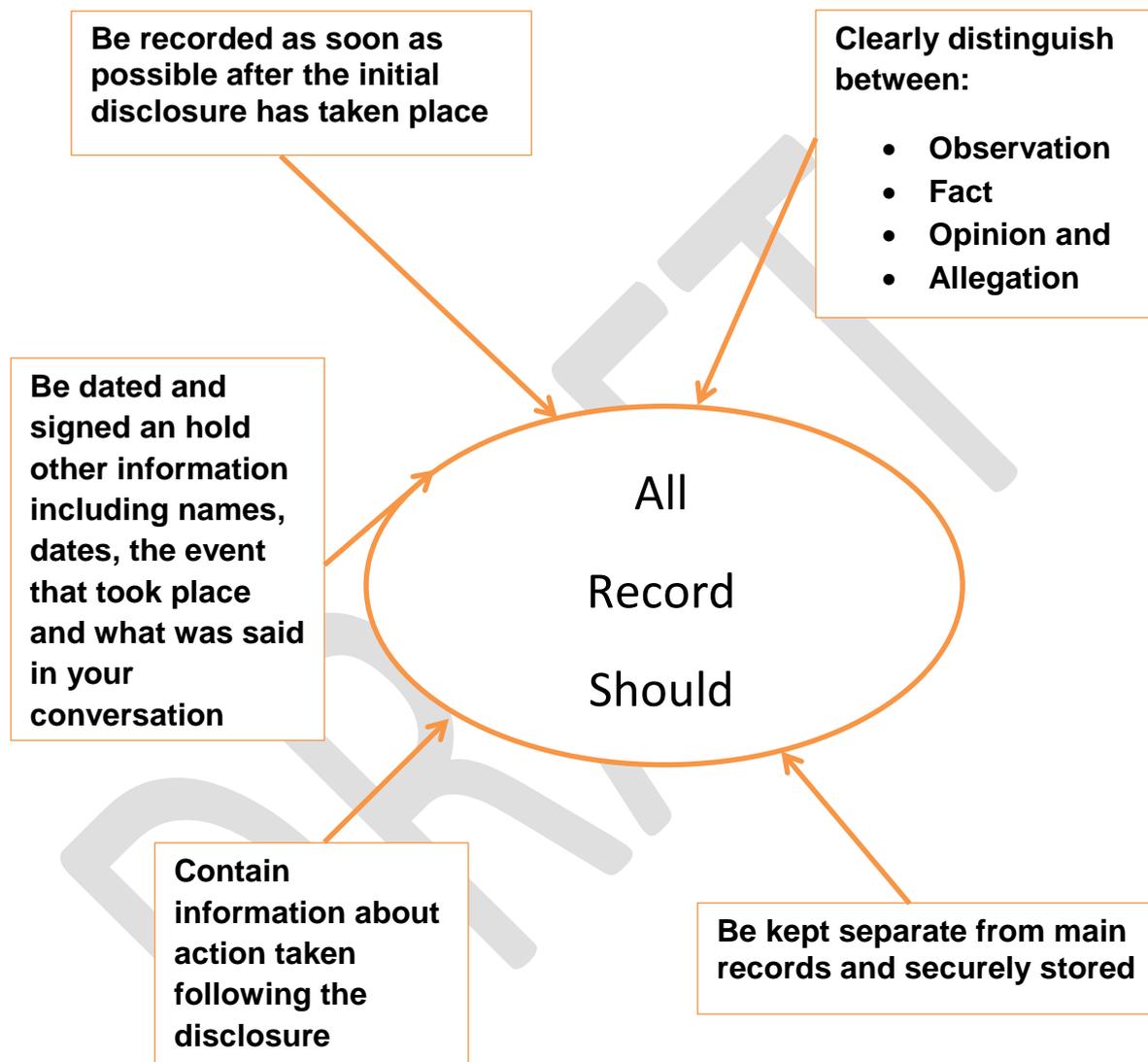
Children who are being abused will only tell people they trust and with whom they feel safe. As a coach you will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust. Children want the abuse to stop. By listening and taking what a child is telling you seriously, you will already be helping to protect them.

Being Safe:

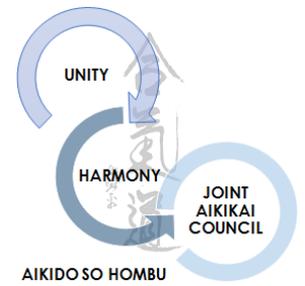
When a child discloses information with you they may want to do this in private. For your own safety be this at the beginning of or end of a class avoid meeting the child alone. You can have a private conversation but make sure that there are other adults or volunteers nearby. Also be aware that in class time you still need to attend to the needs of the other students who are practicing. Disclosure in any event should not be just a quick chat. It is a conversation that will lead on to other events and consequences.

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Recording Information:



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Dealing with Allegations of Previous Abuse

Allegations of abuse may be disclosed years after the event took place. In this case adults may be disclosing abuse they suffered as a child. Due to this the suspected abuser may still be working with children and young people.

If this occurs, follow the same procedures outlined in Acting on Signs of Abuse and report the matter to the social services or the police as other children, within or outside aikido, may be at risk from this person.

It is the policy of the JAC that 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.

Suspension and Internal Enquiries

On disclosure of abuse the JAC Chief Executive Officer on advice from the JAC Lead Child Protection Officer will decide if the matter concerned fall within the organisations child protection policy and notes on good practice. A decision will also be made that the person under investigation be temporarily suspended from coaching / volunteering pending inquiries by the Police and Social Services

Where temporarily suspension occurs the suspension shall be from any participation or activity connected in any way with Aikido or JAC. These activities include, but are not limited to: coaching, chairmanship, management, board membership, secretarial duties or functions, treasurer, patron, first aider, event organiser and management, Child Protection Officer, volunteer or any other role relating to aikido where there is a likelihood of contact with children or young persons.

Where a breach of the temporary suspension occurs the JAC will serve a written warning.

Failure to comply with or adhere to the terms of the written warning may result in the permanent disqualification of the said person from any and or all JAC activities.

JAC Child protection Initial Action and Enquiries

Following receipt of any concerns, complaints or disclosure an investigation is expected to follow. This might be in the form of a criminal investigation conducted by the Police and/or Social Services, and also an internal investigation by the JAC.

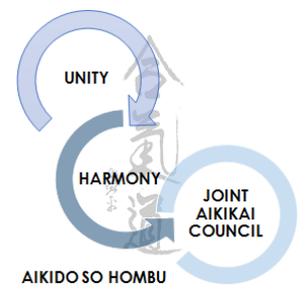
When an investigation discloses a breach of law then the JAC investigations will cease at that time and a referral made to the Police and/or Social Services.

When investigations occur dealing with Child Welfare, Child Protection and / or Poor Practice the JAC will:

Immediately investigate the information in the disclosure

Temporarily suspend the party within the allegation. This will be confirmed in writing within 48 hours

JAC and organisational membership will also be suspended



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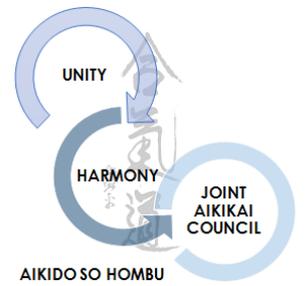
The individual involved may be required to undergo a specific CRB check

The matter may be referred to a disciplinary committee

Other bodies will also be informed of the allegations including other Aikido and Martial Arts bodies, the police and Social Services to ensure the welfare and safety of the child and any other children or young persons who are likely to come into contact with the individual in question.

Irrespective of the outcomes of the investigations by the police or Social Services the JAC will assess the cases individually and decide whether the individual should be reinstated back into the organisation and how this can be handled with sensitivity. The JAC realise that this may be a difficult decision to make depending on the information available and the ability of the Police to take lawful action. The welfare of children is paramount and the JAC will make a decision of the information available and the balance of probability that it was more than likely that the allegations were true.

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13. JAC Record of Disclosure form

AMA RECORD OF DISCLOSURE FORM

JAC Lead Child Protection Officer: Mr Edmund McCalla

Tel No: 07***** E- mail Address:

Date.....

Your Name.....Position Held.....

Name:(child).....Age..... D.O.B.....

Address.....

.....Postcode:..... Tel.....

Race..... Ethnic Origin.....

Relevant special needs.....

Name and address of person reporting (if different to above)

.....

.....

Date:.....Time:.....Place (of disclosure).....

What the child said:

Your own observations:

Any actions or advice given that you have decided to take:
(Parent */Police/Social Services/C.P.S.U./Local Authority/Other*)

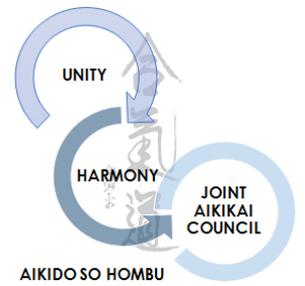
Your name.....

Signature.....

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JAC Licence No:..... Association/Club Name.....

*Unless named as alleged abuser



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