

CHILD PROTECTION GUIDELINES

TRADITIONAL JUDO UK

ISSUE NO.1

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Introduction

The TJUK places the welfare and protection of children involved in its activities above all other considerations.

It is the policy of the Association to safeguard the welfare of children and all others involved in its activities by protecting them from physical, sexual and emotional harm.

In the light of this policy this document is circulated to all Clubs within the Association.

Child abuse and the actions to be taken if abuse is suspected or disclosed.

To protect children from harm, all adults coming into contact with young people should be subject to

the steps listed. This includes all adults at all levels and includes ‘helpers’ involved, for instance, in transport. If there are any concerns about any adult - always seek help. Guidance and advice will always be available the TJUK Child Protection Officer.

Local Policy Statement

In addition to the Child Protection Policy of the TJUK, which is applicable to all activities carried out in its name, all Clubs and are encouraged to introduce their own policy statements for their Club which may take into account any specific local circumstances. The following wording may well be appropriate as an introduction: -

‘This Club is fully committed to safeguarding the well-being of all its members, particularly children. Volunteers should, at all times, show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way which reflects the principles of the TJUK Association’.

When a Club/Area decides to adopt a Child Protection Policy, it should be followed by an action plan. Support for this can be obtained from HQ.

Child Protection Policy

The TJUK accepts that in all matters concerning child protection the welfare and protection of the child is of paramount importance.

It is the policy of the TJUK to safeguard the welfare of children and all others involved in its activities by protecting them from physical, sexual and emotional harm.

Everyone applying for membership (or registering to work with young people) will be required to disclose all convictions, whether spent or not. Checks will be made on all adults who have not already been the subject of vetting by other ‘approved’ organizations.

All adults involved in activities of the TJUK are required to follow the Association’s Code of Behaviour.

They must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

Anyone convicted of an offence involving abuse or causing harm to children will be subject to disciplinary action which will normally include expulsion from membership and prohibition from participating or attending in any activities of the Association.

Adults against whom allegations of such offences have been made, which appear to be well-founded, will be denied access to children in the course of TJUK activities even though they may not have been convicted of a relevant offence. Any person so accused does, of course, have the right to appeal against this decision.

All Clubs affiliated to or registered with TJUK should adopt their own child protection policy and introduce vetting procedures for all persons likely to work with children in the course of Judo activities.

If you suspect a child is being abused:

- Immediately tell your Club Instructor or Child Protection Officer.
- Record the facts as you know them and give a copy to your Club Instructor or Child Protection Officer.
- Ensure that the child has access to an independent adult
- Ensure that no Judo situation arises which could cause further concern

If a child discloses to you abuse by someone else:

- Allow the child to speak without interruption, accepting what is said
- Alleviate feelings of guilt and isolation, while passing no judgment
- Advise that you will try to offer support, but that you must pass the information on
- Same steps as 1 - 4 as in suspecting a child is being abused

If you receive an allegation about any adult or yourself:

- Immediately inform your Club Instructor or Child Protection Officer.
- Record the facts as you know them and give a copy to your Club Instructor or Child Protection Officer.
- Try to ensure no-one is placed in a position which could cause further compromise.

You **must** refer; you **must not** investigate.

INDUCTION OF ADULTS

All adults working within the TJUK clubs should be aware of: -

- The Code of Behaviour
- The guidelines for reporting allegations of child abuse
- The Child Protection Policy and that all clubs are required to adhere to this Policy

To ensure that all adults have this information there are a number of steps you should take:-

- Give all Club Instructors a copy of the Code of Behavior Policy. This sets out a list

of do's and don'ts to be adopted when working with young people or children.

The Code of Behaviour card also contains the policy statement and guidance on what action to take if receiving allegations of child abuse.

- All adults must also sign a copy of the Child Protection Policy Document showing they have received and understood it before beginning to work with young people. This copy should be retained by the club.
- No adult should be asked or allowed to work alone, particularly with children. The Association aims to prevent abuse and expects all adults to have support and to work in teams of two or more.
- The Child Protection Officer should regularly visit all classes. These visits should be offered as support not necessarily as a check.
- It is especially important to visit classes conducted by instructors who have recently joined as these persons may need more support.

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EXISTING ADULT COACHES

Existing coaches working with young people should be given a copy of the Code of Behavior which they must follow. This may mean altering existing training techniques and procedures.

Existing coaches should also sign a copy of the Child Protection Document, which should be retained by the Association.

It is expected that all existing instructors will appreciate the reasons behind the adoption of this policy and the additional protection it offers them and those in their care.

CHILD ABUSE

While no hard and fast rule may exist, this is usually considered to fall into one of four broad categories:

1. Physical Abuse

Where a person physically injures or hurts a child or fails to prevent physical injury (or suffering) to a child. Frightening a child by throwing heavily may fall into this category.

2. Sexual Abuse

Where a person uses a child or adolescent sexually for his/her own gratification. This includes indecent exposure, indecent works or suggestions, fondling, oral and anal sex, masturbation and showing pornographic material as well as full sexual intercourse.

Sexual abuse is committed by both male and female. The judo environment, which may involve physical contact with children, could offer an opportunity for some forms of sexual abuse to go unnoticed.

3. Neglect

Exists where an adult fails to meet a child's basic needs for food, warmth, protection etc.

Neglect in a judo situation could include an instructor not ensuring a child is safe or exposing it to unreasonable physical demands.

4. Emotional Abuse

Where a person causes a child emotional distress or fails to provide emotional support.

In Judo, this could encompass a "pressure to win" environment or setting of unrealistic targets and "blaming" the child when he/she does not reach them.

Recognizing Abuse

Child abuse is not easy to recognize, and it is understood that most coaches and responsible persons will not be expert in such recognition. It is therefore expected that most coaches will discuss any concerns with a club or area official and record the facts that raised the suspicion of abuse.

Indications that a child is being abused may include: -

- Unexplained or suspicious injuries such as cuts, burns or bruising especially on parts of the body where these injuries would not normally occur.
- Injuries where any explanation offered seems inconsistent or incomprehensible.
- The child describing involvement in an abuse act.
- A third party expressing concern about the welfare of a child.
- Unexplained changes in behaviour, e.g. withdrawing, becoming unusually nervous, quiet, or displaying sudden outburst of temper.
- Inappropriate sexual behaviour, including displaying explicit sexual behaviour in games or activities or encouraging other children in such behaviour.
- Distrust of adults, especially adults who have previously been in close relationship to the child, or with whom such a relationship would be expected.
- Showing difficulty in making friends.
- Being prevented by an adult from socializing with others.
- Unexplained weight loss or shows varying eating patterns.
- Becoming increasingly unkempt, dirty or disheveled.

It is important to realize that this list is not exhaustive and that display of one or more of these signs does not necessarily mean that a child is being abused. It is not the responsibility of TJUK instructor to decide if a child is being abused or to investigate a suspected case of abuse. It is their responsibility

to act when concern arises, by reporting to the appropriate authority, usually the club instructor or the Child Protection Officer.
(see reporting suspected abuse).

Listening to the Child

If approached by a child with allegations or indications of abuse you must always listen carefully.

- React calmly so as not to frighten the child and take allegations seriously.
- Keep questions to a minimum and do not interpret what you are told.
- Tell the child that she/he is not to blame and reassure them that it was right to tell you.
- Reassure the child but do not promise confidentiality as this may not be possible later.
- Make a full written record of what is said, heard and seen immediately.
- Act without delay in accordance with the written procedures.
- Under no circumstances 'gossip' about allegations with others.

Recording Information

When recording allegations or suspicions of abuse it is important to record the facts at the time of receiving the information or if suspicion occurring. A useful checklist of matters to record will include:

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- Name and age of child
- Parent's/Guardian's name(s)
- Home address and telephone number
- Any special factors about the child
- What has prompted the concerns, including dates, times, places etc.; of any specific events
- Any physical, behavioural or other changes or signs which may indicate abuse
- Has the child been spoken to? If so, by whom, and when, recording what was said by each party
- Have the parents been contacted? If so, by whom and when, recording what was said by each party
- The identity of any alleged abuser
- Has advice been taken or has consultation occurred? If so, with details of who, where and when such discussions have taken place
- Whether the person making their report is expressing their own concerns or relaying those of another? If so, full details should be noted

Reporting Suspected Abuse

Procedures following allegation or suspicion of child abuse

All allegations/suspicions are to be referred immediately and directly to the club Instructor.

If the Instructor is implicated, refer directly to the Child Protection Officer. All allegations/suspicious are to be referred, no matter how significant they may seem to be, or when they occur.

The Child Protection Officer's action (or someone acting on his behalf) to be taken as soon as possible, preferably within 24 hours: _

- Write down notes: dates, times, facts, observations and verbatim speech if possible.
- Ensure correct details available of young person's name and address, and name and address of parent/guardian.
- Immediately contact Social Services Department of Local Authority or Police Child Protection Unit or NSPCC.
- (Tel:.....) **Area to add appropriate number**
- Ask for the duty officer and indicate that you wish to discuss a matter of Child Protection
- Ask the name of the person to whom you are speaking
- Discuss (no information to be filtered or withheld)
- Await advice
- State intent to advise Area of situation, ask if anyone else should be informed
- Contact Branch Chairman or Area Representative
- (Tel:.....) **Area to add appropriate number**
- Inform of situation and any advice received from Social Services
- Contact TJUK HQ
- (Tel: **02392 340852**)
- Prepare confidential file
- Record all notes, all conversations, and advice from Social Services
- Follow advice from Social Services
- Take no further action unless so advised by Social Services

Appendix 1

Child Protection Policy

All adults training or coming into contact with children or young people u of the TJUK must comply with the Child Protection Policy and Code of E

As one such person you are required to sign a copy of this document. By signing you agree to comply with the policy and to follow the code of Behaviour. The signed document must be handed to your Senior Instructor.

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If you receive an allegation about any adult or about yourself:

- Immediately tell your Club instructor or Child Protection Officer
- Record the facts as you know them and give a copy to your Club instructor or Child Protection Officer
 - Try to ensure that no one is placed in a position which could cause further compromise

You must refer; you must not investigate

I promise to adhere to the TJUK Child Protection Policy and to follow the Code of Behaviour issued.

Name (please print).....

Signed Date

Appendix 2

Declaration Form

Name of Club

I certify that, to the best of my knowledge and belief, the information given in the application is correct.

I agree to abide by the Articles of Association, Bye Laws and Code of Conduct together with any amendments made during its period of membership.

Signed:	Date:	Name:
Signed:	Date:	Name:

Any change of these signatories must be notified to the Head Office of the TJUK.

Appendix 3

Confidential Disclosure Form

Personal Disclosure from all Volunteers Working with Children and Young People.

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order?

Yes

No

If yes, please state below the nature and date(s) of the offence(s)

Signature: Date:

Name:

Any Surname previously known by:

Address:

Address:

Town:

County:

Post Code:

Please list all previous addresses for the past 5 years

Date of Birth: Place of Birth:

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amended) Orders 1986 you should declare all convictions including 'spent' convictions).

Appendix 4

Confidential Reference Form

..... has expressed an interest in becoming a volunteer with the TJUK and has given your name as a referee. This post involves substantial access to children. As the TJUK is committed to the welfare and protection of all children participating in its activities, we are anxious to know if you would have reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, all information contained within it will remain absolutely confidential, and will only be shared with the applicant's immediate supervisor should they be offered a voluntary position. We would appreciate you being very candid, open and honest in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have that would make him/her suitable?

How would you describe their personality?

Please rate this person on the following (please tick one)

	Excellent	Very good	Good	Average	Poor
Responsibility					
Energy					
Trustworthiness					
Reliability					
Commitment					
Self Motivation					
Ability to Motivate Others					
Maturity					

This post involves substantial access to children. As the TJUK is committed to the welfare and protection of children, we are anxious to know if you have any reason for concern regarding this applicant being in contact with children or young people.

Please answer Yes/No.....

Code of Behaviour

DO treat everyone with respect.

DO provide an example for others to follow.

DO plan activities so that they involve more than one other person being present or at least in sight or hearing of others.

DO respect a young person's right to personal privacy.

DO provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere.

DO maintain a healthy adult lifestyle.

DO use common sense in selecting subjects to demonstrate skills on.

DO remember that someone else might misinterpret your actions, no matter how well intentioned.

DO recognize that caution is required especially in sensitive moments of counseling such as when dealing with bullying, bereavement or abuse.

DO have separate sleeping accommodation for coaches and children.

DO NOT permit abusive youth peer activities (e.g. ridiculing, bullying).

DO NOT play physical contact games with children.

DO NOT have inappropriate physical or verbal contact with others.

DO NOT jump to conclusions about others without checking the facts.

DO NOT allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times.

DO NOT exaggerate or trivialize child abuse issues.

DO NOT show favouritism to any individual.

DO NOT make suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature.

DO NOT rely on your good name to protect you, it may not be enough.

DO NOT believe 'it can never happen to me', it can!

DO NOT get close to or have physical contact with a young person without clearly explaining what you are going to do (e.g. correcting position of foot showing a skill) etc.