



**Jiu Jitsu Republic**

**SAFEGUARDING POLICY  
(Child)**

**October 2023**





## Safeguarding Policies

**Introduction** Everyone who participates in activities at Jiu Jitsu Republic is entitled to do so in an enjoyable and safe environment. Jiu Jitsu Republic has a moral and legal obligation to ensure that, when given responsibility for young people, coaches and assistant coaches provide them with the highest possible standard of care.

The Club is committed to devising and implementing policies so that everyone in the sporting areas facilitated at the club accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to the appropriate authorities within the Club, in the first instance.

The aim of this policy is to promote good practice, providing children and young people with appropriate safety/protection while in the care of Jiu Jitsu Republic and to allow coaches and assistant coaches to make informed and confident responses to specific child protection issues.

**Safeguarding Policy Statement** Jiu Jitsu Republic acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice and United Kingdom Brazilian Jiu-Jitsu Association (UKBJJA) and Safeguarding Code in Martial Arts requirements.

The policy recognizes that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of sport/martial arts at Jiu Jitsu Republic in a safe and child-centered environment
- are protected from abuse while participating in Jiu Jitsu Republic Kids classes or outside of the activity.

Jiu Jitsu Republic acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse, and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy, Jiu Jitsu Republic will:

- promote and prioritize the safety and wellbeing of all children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognize, identify, and respond to signs of abuse, neglect, and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.



The policy and procedures will be widely promoted and are mandatory for everyone involved in Jiu Jitsu Republic. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organization.

**Adults at Risk Policy Statement** The Principles above apply equally to vulnerable adults participating in Jiu Jitsu Republic Adult classes, and Jiu Jitsu Republic is committed to taking all reasonable steps to protect vulnerable adults from harm and discrimination within the Club environment.

In doing so, Jiu Jitsu Republic considers a vulnerable adult to be anyone over the age of 18 years who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

Jiu Jitsu Republic recognizes that each vulnerable adult is a unique individual with varying degrees of need and ability. The appropriateness of involving carers in welfare-related decisions will depend upon the individual needs and circumstances and, most importantly, on their wishes. In case of doubt, the Jiu Jitsu Republic Club Welfare Officer should be consulted.

**Equity Policy Statement** Jiu Jitsu Republic recognizes that despite initiatives such as Sport England's 'Sport for All' campaign and the general agreement that sport is for all, inequalities still exist.

Jiu Jitsu Republic has a desire and a duty to provide services fairly and without discrimination. The Club is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim.

Jiu Jitsu Republic is responsible for ensuring that no participant, job applicant, or employee receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, pregnancy, social or class background, nationality, religious belief, or sexual preference or political belief.

**Monitoring** The above policies will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport, and/or Home Country Sports Councils and the UKBJJA and Safeguarding Code in Martial Arts
- as a result of any other significant change or event.

**Our Responsibilities** Jiu Jitsu Republic recognizes its responsibilities both morally and legally under current legislation (including the Children Acts 1989 and 2004) and will use our best efforts to promote good practice to protect children.

We recognize that we have a responsibility to:

- Safeguard and promote the interests and well-being of children and young people with whom we are working.
- Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment and respect their rights, wishes, and feelings.



- Confidentiality should be maintained in line with the Human Rights Act 2000 and the Data Protection Act 1988.
- In accordance with 'Working Together to Safeguard Children 2013' (HM Government) we recognize that the BJA and its clubs have the following statutory duties, roles, and responsibilities:
  - Effective recruitment & selection procedures - including Safeguarding checks
  - Culture of listening to children and young people Our child protection procedures are intended to:
- Offer safeguards to the children and young people with whom we work, and to our members of staff and those in affiliated organizations.
- Help to maintain professionalism and high standards of practice.

We recognize that any procedure is only as effective as the ability and skill of those who operate it. We are therefore committed to:

- Operating safer recruitment procedures
- Providing support, appropriate training, and adequate supervision to all our staff, coaches, and officials so that they can work together with parents/carers and other organizations to ensure that the needs and the welfare of children remain paramount.
- Ensuring that all coaches complete child protection training

Jiu Jitsu Republic will:

- Appoint a Lead Child Protection Officer
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies
- Make decisions on misconduct/poor practice within agreed timescales.
- Convene a Disciplinary Panel when necessary
- Inform all appropriate individuals and bodies of their decisions within agreed timescales.
- Keep a list of all suspended, disciplined, and disqualified persons and where appropriate refer people disqualified to relevant government agencies for consideration by Disclosure and Barring Service (DBS) when this is established
- Provide support, training, and guidance to the coaches and assistant coaches through recognized child protection training providers
- To monitor and evaluate the implementation of the policy.

## **Defining Child Abuse**

**Introduction** 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 young person regardless of their age, gender, race, or ability.

There are four main types of abuse, as taken from Working Together to Safeguard Children 2013: physical abuse, sexual abuse, emotional abuse, and neglect. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and



leisure activities. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and powerlessness to protect themselves or adequately communicate that abuse had occurred.

### **Categories of Abuse**

The following categories are taken from Working Together to Safeguard Children 2013:

**Physical Abuse** A form of abuse which 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.

In a children's martial arts class situation, physical abuse may also occur due to:

- Overly hard (specific) sparring without mutual consent and technical justification.
- Demonstrating techniques too hard or repeatedly where the intention is to hurt or intimidate the person being practiced on.
- Overtraining and inappropriate training which disregards the capacity of the player's immature and growing body. This also applies to overcompeting.
- Forcing (or "suggesting") that a child loses weight to make a weight category. This would include the use of sauna suits and bin bags to dehydrate to lose weight. This is a very complex issue and beyond the scope of this document but as a rule of thumb, a child should eat a healthy well-balanced diet, train as appropriate to the capacity of their immature and growing body.
- Inappropriate levels of physical exercises as a punishment - Jiu Jitsu Republic believes that making a child carry out exercise as a punishment may not only constitute physical abuse in some circumstances but sends mixed messages. We want children and young people to train and exercise to have fun and stay healthy.

### **Signs and Indicators of Physical Abuse**

#### **Physical Signs**

- There are injuries that the child cannot explain, or explains unconvincingly.
- The child has injuries that have not been treated, or have been treated inadequately.
- There are injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest, or thighs.
- The child has bruising that reflects hand or finger marks.
- The child has cigarette burns or human bite marks.
- The child has broken bones (particularly if the child is under the age of two).
- The child has scalds, especially those with upward splash marks, tide marks on arms, legs, or on the body (caused from standing in hot water).



## **Behavioral Signs**

- The child is reluctant to have parents contacted.
- The child has aggressive behaviour or severe temper outbursts.
- The child runs away or shows fear of going home.
- The child flinches when approached or touched.
- The child is reluctant to get changed for PE or school sport.
- The child covers up arms and legs with a long-sleeved shirt, even when it is hot.
- The child shows signs of depression or moods that are out of character with their general behaviour.
- The child is unnaturally compliant to parents or carers.

**Sexual Abuse** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In a children's martial arts class situation, sexual abuse may occur when:

- An adult uses the context of a training session to touch young people in an inappropriate sexual way, e.g. during grappling.
- Coaches, assistant coaches, or managers use their position of power and authority to coerce young players into a sexual relationship.
- Coaches or managers imply better progression of the player in return for sexual favours.
- Children and young people being required to weigh-in naked or in underwear.

## **Signs and Indicators of Sexual Abuse**

### **Physical Signs**

- The child has pain, itching, bruising, or bleeding in the genital or anal area.
- The child has any sexually transmitted disease.
- The child has recurrent genital discharge or urinary tract infections, without apparent cause.
- The child has stomach pains or discomfort when he/she is walking or sitting down.

### **Behavioral Signs**

- There are sudden or unexplained changes in behaviour.
- They make sexual drawings or use sexual language.
- The child has an apparent fear of someone.
- The child possesses unexplained amounts of money or receives expensive presents.
- The child runs away from home.



- The child takes a parental role at home and functions beyond their age level.
- The child has nightmares or wets the bed.
- The child alludes to secrets they cannot reveal.
- They are reluctant to get changed for PE or school sport.
- The child displays sexualized behaviour or knowledge (particularly in young children).
- The child has eating problems, such as anorexia or bulimia.
- The child abuses drugs or other substances.

**Emotional Abuse** 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyberbullying), 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.

### **Emotional Abuse in Children's Martial Arts**

In a children's martial arts class situation, emotional abuse may occur when coaches or parents:

- Provide repeated negative feedback in public or private.
- Repeatedly ignore a young player.
- Repeatedly demand performance levels above the young player's capability.
- Over-emphasize the winning ethic.
- Make a young player feel worthless, unvalued, or valued only insofar as they achieve the expectations of their coach/parents/others.
- Signs and Indicators of Emotional Abuse

### **Physical Signs**

- The child fails to grow or to thrive (particularly if the child is thriving away from home, e.g. on trips or matches).
- The child suddenly develops speech disorders.
- The child has delayed physical or emotional development.

### **Behavioral Signs**

- The child has compulsive nervous behavior, such as hair-twisting or rocking.
- The child is excessively deferent towards others, especially adults.



- The child shows an excessive lack of confidence.
- The child is unwilling or unable to play.
- The child has an excessive fear of making mistakes.
- The child shows an excessive need for approval, attention, and affection.
- The child self-harms or self-mutilates or attempts suicide.
- The child is reluctant to have parents contacted.
- The child shows an inability to cope with praise.

### **Neglect in Children's Martial Arts**

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 caregivers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In a children's martial arts class situation, neglect may occur when:

- Young players are left alone without proper supervision.
- A young player is exposed to unnecessary heat or cold. This would include the use of sauna suits and bin bags to dehydrate to lose weight.
- A young player is not provided with necessary fluids for rehydration.
- A young player is exposed to an unacceptable risk of injury.
- Exposing children to unhygienic conditions.
- Exposing children to a lack of medical care.
- Non-intervention in incidents of bullying or taunting.
- Signs and Indicators of Neglect

### **Physical Signs**

- The child is constantly hungry.
- The child is in an unkempt state; frequently dirty or smelly.





- The child is losing weight or is constantly underweight.
- The child is dressed inappropriately for the weather conditions.
- The child has untreated medical conditions - not being taken for medical treatment of illness or for injuries.

### **Behavioral Signs**

- The child is tired all the time.
- The child frequently misses school or is late.
- The child fails to keep hospital or medical appointments.
- The child is left alone or unsupervised on a regular basis.
- The child has few friends.
- The child is a compulsive stealer or scavenger, especially of food.

### **Bullying in Children's Martial Arts**

It is important to recognize that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser is a young person, for example in the case of bullying. Bullying can be defined as deliberate hurtful behaviour that can take its form both physically and verbally against another person, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Although anyone can be a target of bullying, the victim is usually shy, sensitive, and perhaps anxious or insecure. Sometimes they are singled out for physical reasons, overweight, physically small, having a disability, or belonging to a different race, culture, or religious belief.

### **Bullies Can Come From Anywhere**

Bullies can be both male and female. Although bullying often takes place in schools, it does and can occur anywhere there is poor or inadequate supervision, on the way to/from school, at a sporting event, in the playground, and in changing rooms. Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused themselves. Typically, bullies can have low self-esteem, be aggressive, jealous, and excitable. Crucially, they have learned how to gain power over others.

### **Recognising Bullying**

While Jiu Jitsu Republic acknowledges bullying, we feel that bullying is also a form of physical and/or emotional abuse and will not be afraid to call certain behaviour as just that - abuse. There are many types of bullying, including:

**Physical:** hitting, kicking, and theft.

**Verbal:** name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, and gestures.

**Emotional:** tormenting, mobile text messaging, ridiculing, humiliating, and ignoring.



**Sexual:** unwanted physical contact or sexually abusive comments, use of camera phones to record images of players in changing rooms.

**Physical:** pushing, kicking, hitting, punching, or any use of violence.

**Racist:** racial taunts, graffiti, gestures.

**Homophobic:** because of, or focusing on the issue of sexuality.

### **Bullying in Children's Martial Arts**

In a children's martial arts class situation, bullying may occur when:

- a parent/coach who pushes too hard.
- a coach who adopts a win-at-all-costs philosophy.
- a player who intimidates others.
- an official who places unfair pressure on a person.

Coaches hold a position of power in the relationship with their athlete and must not abuse this position to bully children/vulnerable young adults in their care. In a children's martial arts class situation, bullying may occur when the coach is:

- overly zealous
- resorts to aggressive, physical, or verbal behaviour
- torments, humiliates, or ignores an athlete in their charge/care.

### **Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognize a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused have been listed above. It must be recognized that the above lists are not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is NOT the responsibility of Jiu Jitsu Republic staff to decide that child abuse is occurring - It IS their responsibility to act on any concerns.

### **Poor Practice and Abuse**

Child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgment about any action to be taken. It is also important that child abuse and child protection are openly discussed as this helps create an environment where people are more aware of the issues and sensitive to the needs of children. Open discussions also create environments that deter abusers.

An environment that explicitly attempts to identify and report abuse helps create a safer culture for children and young people. Allegations may also relate to poor practice where an adult's or a peer's behavior is inappropriate and may be causing concern to a young person within a children's martial arts club setting.

### **Children and Young People with Special Needs**

This child protection policy is inclusive, and the same actions should be taken regardless of the needs and background of the child or young person. Jiu Jitsu Republic recognizes, however, that



some children and young people are disadvantaged by their experiences or have additional vulnerabilities and would want to highlight the following.

### **Children and Young People with Disabilities**

Children and young people with disabilities might be additionally vulnerable because they may:

- Lack a wide network of friends who support and protect them.
- Have significant communication differences.
- Be subject to the prejudices and/or misconceptions of others.
- Require personal intimate care.
- Have a reduced capacity to resist either verbally or physically.
- Depend on the abuser for their involvement in sport.
- Lack access to peers to discover what is acceptable behavior.
- Have medical needs that are used to explain abuse.

### **Children and Young People from Minority Ethnic Groups**

Children and young people from minority ethnic groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes.
- Afraid of further abuse if they challenge others.
- Subjected to myths.
- Wanting to fit in and not make a fuss.
- Using or learning English as a second language.

### **Reducing Vulnerability**

Jiu Jitsu Republic recognizes the importance to be extra vigilant in creating a safe culture, including:

- Finding ways of understanding and communicating with all children and young people.
- Ensuring best practice at all times in physical and health care.
- Developing knowledge of the diverse cultures they serve.
- Respecting cultural differences.
- Building relationships with parents and carers and including the families in activities.
- Observing changes in mood, appearance, and behaviour and discussing concerns with families, carers, or the designated person if suspicions or concerns are significantly aroused about the care of the child or young person.
- Acknowledging that disabled children and young people are additionally vulnerable.
- Acknowledging that abusive behaviour directed towards young people while they are carrying out a leadership role is not acceptable and will be reported to the appropriate designated person as poor practice and/or abuse.
- Implementation of a club code of conduct for spectators and players.
- Acceptance of the special role club officials have in setting a good example of the way in which people should behave towards children and young people in leadership roles.



It may be necessary to ask other specialist agencies for help and advice in including some children and young people in BJJ. It should be seen as a strength of the club to approach families, Education, Health, Children's Social Care, voluntary agencies, and community groups for advice about supporting a child or young person to participate or ensuring more vulnerable children are afforded appropriate safeguarding and protection. The mentoring of young club members is particularly helpful in supporting individuals if they are faced with abusive behaviour and indeed preventing the continuation of such behaviour.

## **Signs and Indicators**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. We acknowledge that Jiu Jitsu Republic staff, coaches, and assistant coaches, whether in a paid or voluntary capacity, are not experts at such recognition. Children and young people are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signals that a child and young person's welfare or safety is being threatened. However, there is rarely a clear sign, and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to getting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture.

Remember, it is not your job to decide whether or not a child or young person is being abused; however, it is your responsibility to share concerns. You may be the only adult in the child's or young person's life that is in a position to notice these pieces of the puzzle.

The tables on the following pages show some possible physical and behavioural signs of abuse. Some are very explicit and specific to the type of abuse, others are much more general. However, you need to be careful as any one of these signs might have another very plausible explanation, such as a death in the family, loss of a pet, an absent family member, or problems at school. However, you should remember to raise your concerns if there is a combination of unexplained changes over a period of time. If unsure, speak to your Club Welfare officer/Lead Safeguarding/Child Protection Officer.

Never allow a child or young person's disability or cultural difference to excuse concerns. This is. Never assume that someone else has identified and acted on the problem. Not acting is NEVER an option.



Category of abuse	Physical signs	Behavioural Signs
Physical Abuse	Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child with limited mobility would find it difficult to get.	Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.
Sexual abuse	Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STD's, thrush, anal pain on passing motions	Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys.
Bullying	Weight change, unexplained injuries and bruising, stomach and headaches, incontinence, disturbed sleep, hair pulled out.	Difficulty making friends, anxiety over school/ football, truancy, withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reported as "lost", stealing from family, distress and anxiety on reading e-mails or texts.
Emotional Abuse	Weight change, lack of growth/development, unexplained speech disorders, self-harm, clothing inappropriate for child's age, gender or culture.	Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.



## **Choosing Right**

Jiu Jitsu Republic belief - Jiu Jitsu Republic can have the best, strictest policies in the world. It can rigorously screen staff, coaches, and assistant coaches. It can have all kinds of procedures designed to maximise safety, but if the culture of the Club - how Jiu Jitsu Republic feels and acts - makes it impossible for people to talk about concerns and/or abuse or for children to disclose harm, then the policies, screening, and procedures will have limited value.

Safeguarding concerns can arise in a number of ways, for example, an adult responsible for a child may notice a change in their behaviour or appearance that causes them concern; a parent may raise a concern about the behaviour of a Jiu Jitsu Republic staff member or information may be disclosed during a recruitment process that raises concern about a person's suitability for the role they are applying for. Occasionally, children may speak directly to an adult they trust about a safeguarding concern and while this is the least likely way that concerns arise, it is imperative that adults with responsibility for children know how to respond to such disclosures.

Information gathered from cases shows that on average it takes a child seven attempts to disclose and be heard.

If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the person receiving this information should: (please see the next page)



## Choose the right action for the welfare of the child

### Do's

<b>C</b>	Calm down so as not to frighten the child or young person, ensure the child is and feels safe.
<b>H</b>	Honest – you need to explain that you will have to tell others to help stop abuse!
<b>O</b>	Offer support - reassure the child - s/he is not to blame and they were right to tell.
<b>O</b>	Out of the public domain - maintain confidentiality – only tell to protect on a 'need to know' basis.
<b>S</b>	Serious - show the child you are taking them seriously.
<b>I</b>	Immediate medical treatment may be needed, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a child protection issue.
<b>N</b>	Note what the child said as soon as possible. – on Appendix 3 of this policy you will find a referral and information form. Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said.
<b>G</b>	Guidelines are there to be followed. The flow diagrams on pages 28 and 29 explain how to deal with a concern about possible poor practice and or child abuse within a judo setting.



<b>R</b>	Rush into actions that may be inappropriate. In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence.
<b>I</b>	Involve parents/carers where appropriate. In most cases people working within British Judo do not have the skills necessary to help the parents deal with the news that their child has been abused. Therefore, in cases of suspected abuse parents/carers should only be contacted following advice from Police or Children's Social Care/in Scotland, Social Services.
<b>G</b>	Guarantee outcomes or make promises you cannot keep.
<b>H</b>	Horror – the child needs reassurance not an emotional response, blame or denial.
<b>T</b>	Take sole responsibility – consult, refer, hand on appropriately.





## **Recording the Information - Keep it Clear and Simple**

Information may need to be passed to Children's Social Care and or the Police.

- Accurate recording is essential, as there may be legal proceedings at a later date.
- Referrals to Children's Social Care and or Police should be confirmed in writing within 24 hours - if not, then at the earliest opportunity.
- Keep a record of the name and designation of the Children's Social Care, member of staff or Police Officer to whom concerns were passed and record the time and date of the call in case any follow-up is needed.
- Ensure all information is maintained safely in accordance with Data Protection Legislation.

## **You Have Concerns - What Happens Now?**

You don't have to take responsibility for deciding if child abuse is taking place or not, but if you have concerns, there are people who can help.

It is not the responsibility of any one working at Jiu Jitsu Republic, in a paid or voluntary capacity, to decide whether or not child abuse is taking place.

However, there is a responsibility to act on concerns to protect children in order that appropriate agencies can then make inquiries and take any necessary action to protect the child.

Children's Social Care have a statutory duty under the Children Act 1989 that is reinforced by the Protection of Children Act 2004 to ensure the welfare of a child. When a child protection referral is made, its staff have a legal responsibility to make inquiries. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the police where a crime against a child is alleged.

There is always a commitment to work in partnership with parents or carers where there are concerns about their children.

Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately.

In these situations, or where concerns still exist, inform the Children's Social Care as soon as possible. Children's Social Care will decide how and when parents or carers will be informed.

Keep a record of the name and designation of the Children's Social Care member of staff or police officers to whom the concerns were passed, together with the time and date of your call. Wherever possible, confirm your referral to them in writing, including a copy of the Jiu Jitsu Republic Child Protection Incident Record form, within 24 hours to confirm the details.



## **Bring Your Concern to the Attention of the Person with Designated Responsibility for Child Protection:**

At Jiu Jitsu Republic, the Club Welfare Officer is Cathrin Poppensieker. If the Club Welfare officer is not present, then inform reception staff.

It is the responsibility of these people to ensure that appropriate advice is obtained from the local Children's Social Care department or the NSPCC.

If your concern is about the person designated for child protection:

Contact your local Children's Social Care, the police, or the NSPCC directly and tell them about your concerns.

The telephone number for Children's Social Care is usually included in the listing for your local council, and the number of your local police station will also be listed in the telephone directory. The NSPCC operates a 24-hour free phone helpline, telephone number 0808 800 5000, you do not have to give your name but it is helpful if you do.

Some local Children's Social Care have slightly altered their names to some like Social Care or Children and Young People's Service, so please bear this in mind when searching for contact numbers.

A company called Papworth Publishing produces a resource for Children's Services workers called a Sherwood Diary which contains all local Children's Social Care office and out-of-hours contact details. This can be obtained via Sherwood Diaries or by telephoning 01268 510123.

If you are unsure about contacting the Social Service departments, the police or the NSPCC or if your concern is about risk due to poor practice, you can contact Jiu Jitsu Republic management.

Child Protection Officer Cat Elder can be contacted via [cat.elder@ukbjja.org](mailto:cat.elder@ukbjja.org) , The Beacon, Business Centre, Westgate Rd, Newcastle upon Tyne NE4 9PQ Tel: 0191 283 7910

## **"Whistle Blowing" Allegations of Abuse Against Members of Staff**

Whistle-blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings, for example, sport or other social activities.

This could involve anyone working with children in a paid or voluntary capacity, for example, a volunteer in clubs, club helpers, tutors at training camps, clinics or festivals, and coaches.

Recent inquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event. It is crucial those involved/working at Jiu Jitsu Republic are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

It is acknowledged that feelings generated by the discovery that a member of staff is, or may be abusing a child, will raise concerns among other staff, including the difficulties inherent in reporting



such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff should be reported immediately.

### **What is a LADO? (Local Authority Designated Officer)**

The Local Authority Designated Officer (LADO) works within Children's Services to help safeguard children in accordance with the statutory guidance set out in Chapter 2: Organisational responsibilities of Working Together to Safeguard Children 2013.

They should be informed of all cases in which it is alleged that a person who works with children has:

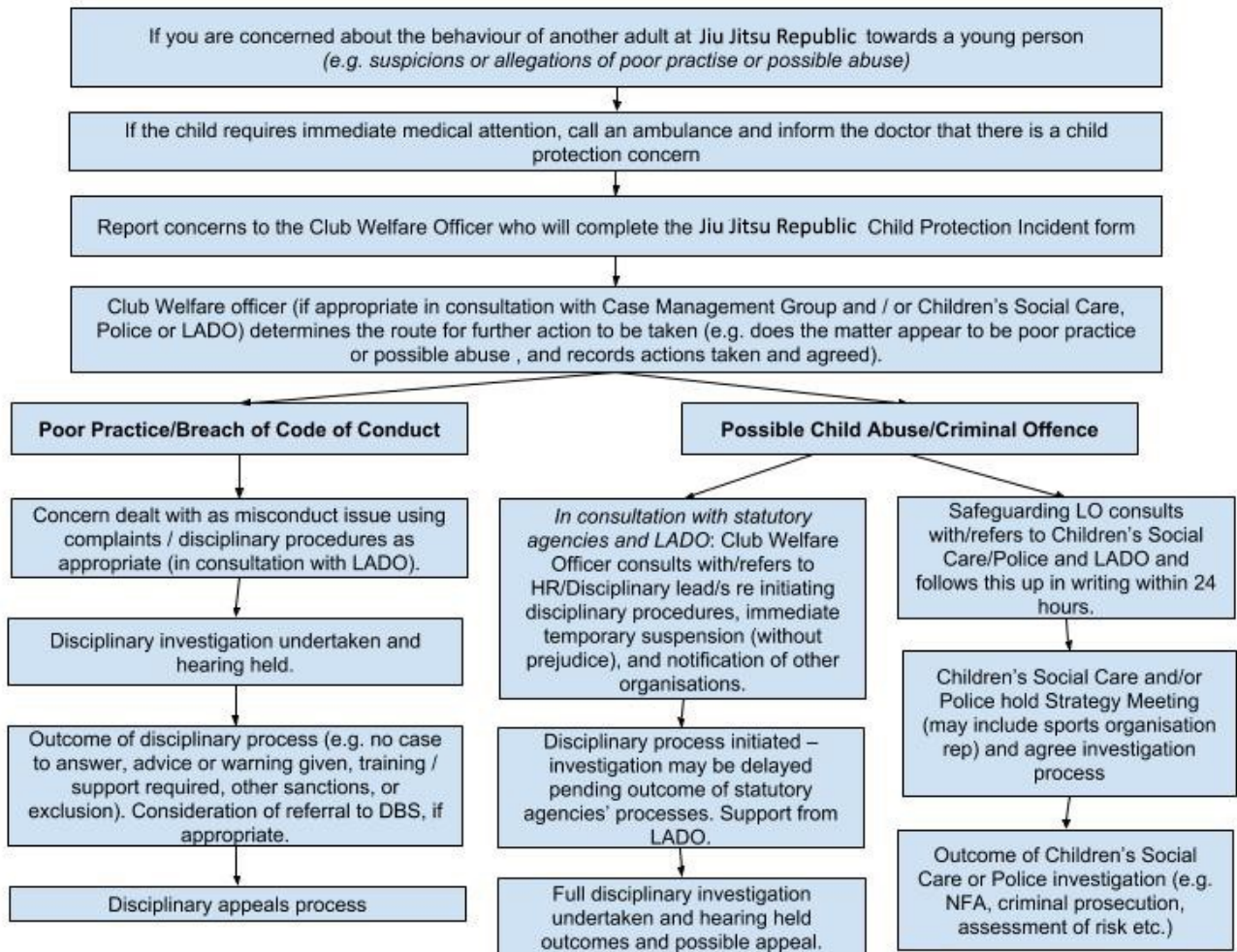
- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against children, or related to a child; or
- behaved toward a child or children in a way that indicates they are unsuitable to work with children, for example if their conduct falls within any of these categories of abuse:
  - physical
  - sexual
  - emotional or
  - neglect

Once an allegation has been made, the LADO's role is to capture and coordinate the sharing of all the information relating to the case with the officers and agencies that need to be informed. The LADO will be involved from the initial phase, providing advice and guidance to the employer or voluntary organisation, and monitoring the progress of the case through to its conclusion.



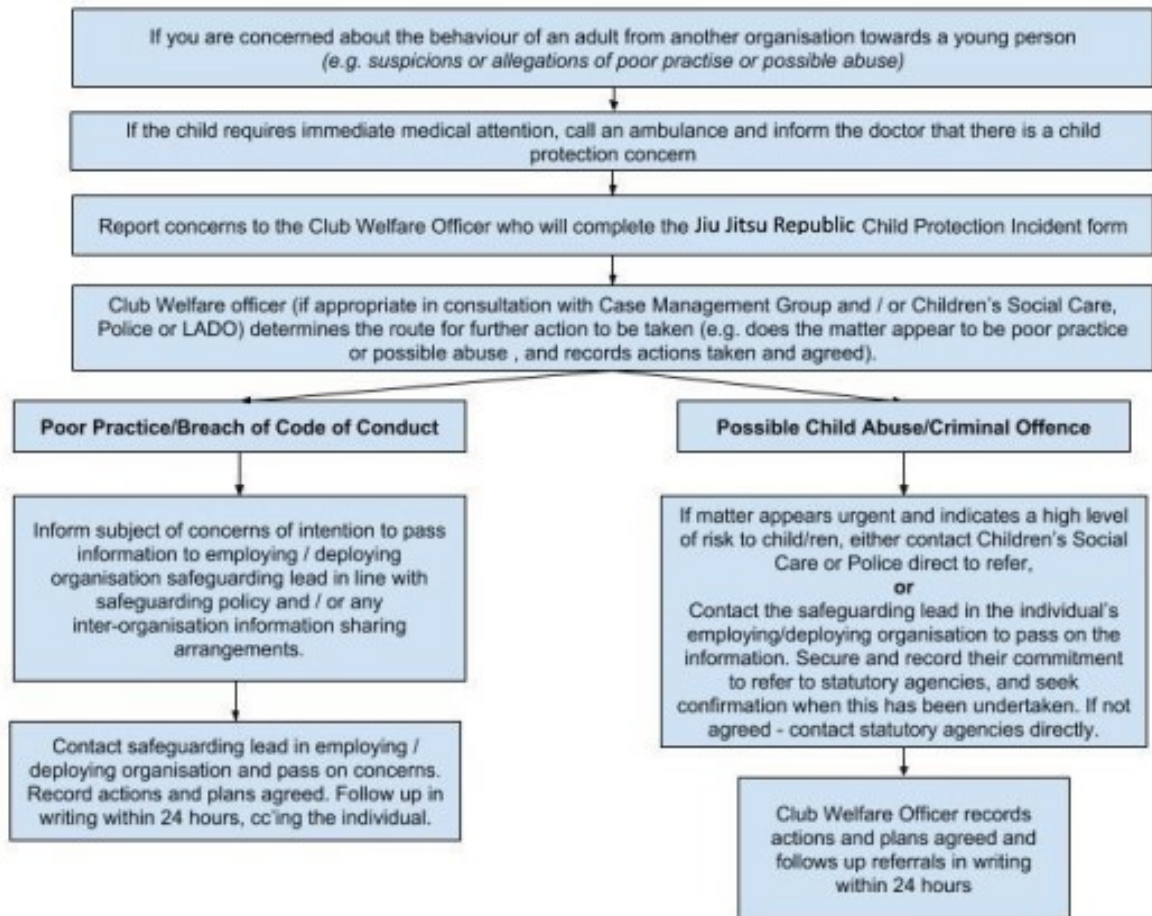
## Jiu Jitsu Republic Safeguarding Reporting Procedure

1. Concerns about the behaviour of a Jiu Jitsu Republic staff member (e.g. allegation about a coach or staff member's behaviour towards a child)



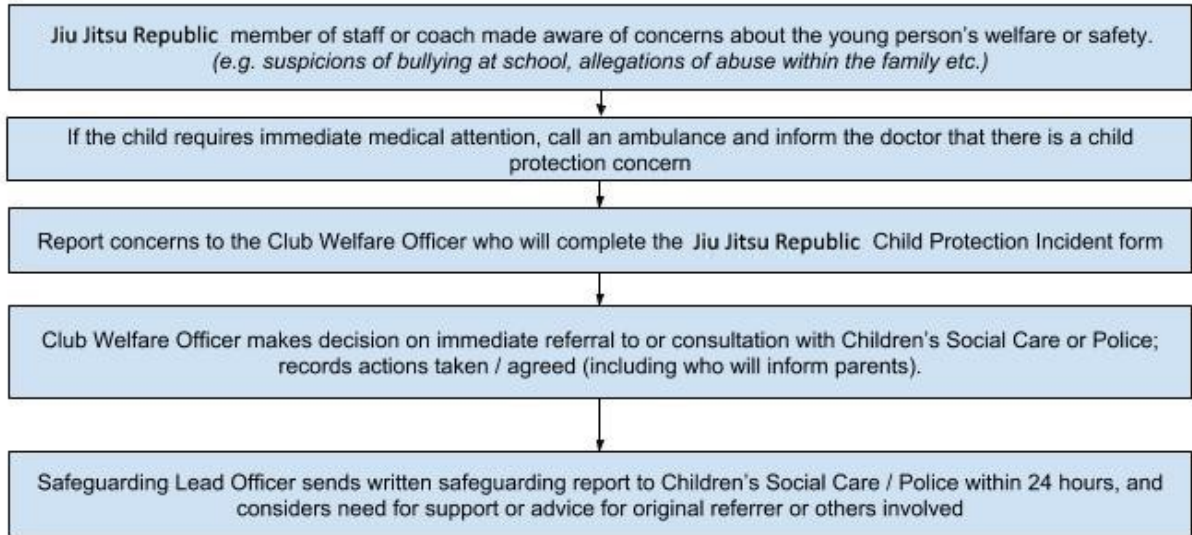


## 1. Concerns about the Behaviour of Another Organisation's Staff Member (e.g. allegation about an individual working for another organisation)





## 2. About Children and Young People Arising Outside of Sport (e.g. at home, school, or in the community)





## **Recruitment of Staff**

Jiu Jitsu Republic recognizes a thorough selection procedure is one of the most sensible and effective ways of assessing a person's suitability to work with children and may itself act as a deterrent to potential abusers. People are NOT less likely to abuse children because they are part-time, or because they are getting paid, or because they have been giving their service for years, or because they are a friend of a friend. It is essential that the same procedure is used consistently when recruiting and selecting staff or volunteers for paid or unpaid, full-time or part-time posts.

## **The Disclosure and Barring Service (DBS)**

provides guidance about who can lawfully be checked through DBS enhanced disclosure. Regulated Positions include:

1. Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age.
2. Those whose normal duties include supervising or managing an individual in his work in a regulated position.

Those whose roles at club level would clearly meet the criteria for regulated positions (whether paid or unpaid) would be a Head Coach, any coach/assistant coach who is delivering activities for children or supervising children, and anyone with designated responsibility for safeguarding such as Club Welfare Officers (CWO).

## **Types of DBS check available:**

- Standard checks - To be eligible for a standard level DBS check, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- Enhanced checks - To be eligible for an enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) Regulations.
- Enhanced checks with children's and/or adult's barred list check(s) - To be eligible to request a check of the children's or adult's barred lists, the position must be eligible for an enhanced level DBS check as above and be specifically listed in the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).

## **Jiu Jitsu Republic Recruitment Process**

### **Pre-Interview Stage:**

- Use of application form to collect information on each prospective staff member.
- Ensure that more than one of the management board looks at each application form.
- Require identification documents to confirm the identity of the applicant, e.g., passport or driving license.
- Ensure all applicants are aware they will be subject to a DBS check.

### **Interviewing:**

- Meet with all applicants prior to any recruitment decisions that are made.
- Ensure more than one official is present.



The meeting/interview will enable Jiu Jitsu Republic to explore further the information provided in the application form or clarify gaps in information such as in employment history. Any questions asked will be prepared in advance and will provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.

Jiu Jitsu Republic recognizes the importance of eliciting information regarding an applicant's technical capabilities and that it is also necessary to explore their attitudes and commitment to safeguarding. Listed below are examples of questions that could be used to discover this information:

- Tell us about any previous experience you have working with children or young people?
- Give a child-related scenario and ask the applicant what they would do, e.g., 'it's a winter evening, and the training session has finished. A parent has not arrived to pick up their child - what would you do?' The applicant would be expected to say they would stay with the child and contact the parents to find out where they were.
- Is there anything we should know that could affect your suitability to work with children or young people?
- Please give an example of a time when you have worked with children and/or young people and had to deal with a distressed child.

### **References:**

Jiu Jitsu Republic will require at least two references from individuals who are not related to the applicant.

Following the recommendations of the UKBJJA, one reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual has been involved in sport. A verbal reference is perfectly acceptable; however, the information received will need to be recorded. Jiu Jitsu Republic will also ensure references will be followed up before any offer of appointment is made.

If any references raise any concerns, Jiu Jitsu Republic will ensure the Club Welfare Officer is notified so it can be followed up with.

### **Appointment of Staff:**

Jiu Jitsu Republic will consider all the information they receive via the application form, confirmation of identity, the outcome of the take-up of references, and the DBS Enhanced Disclosure. This information will then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant into their club.

### **Pre-Appointment Decisions:**

- Jiu Jitsu Republic will ensure any qualifications will be verified, e.g., requesting photocopies of coaching certificates.
- Jiu Jitsu Republic will make clear staff is responsible for the club's compliance with the Safeguarding Vulnerable Groups Act 2006.





- Jiu Jitsu Republic will ensure that all people working with children and vulnerable adults in your club have completed an Enhanced DBS.

### **Post-Appointment Decisions:**

Jiu Jitsu Republic recognizes the importance that once the decision to recruit a new staff member has been taken, before appointment, the following action is taken:

- New staff are made aware and sign up to the club's child protection policy and procedures, best practice guidelines, and codes of conduct.
- Training needs are established and actioned.
- The roles and responsibilities of the new staff member are signed up to.
- A period of supervision/observation or mentoring is used to support the new staff member.
- NSPCC Child Protection: An Introduction Course is completed with a view to complete the UK Coaching Safeguarding & Protecting Children course.

### **Storage of Information:**

Jiu Jitsu Republic will store applicants' information in a locked cabinet with access strictly limited to authorized persons with relevant roles and responsibilities, management board.

Storage of the following information for all staff members will include:

- A copy of the application form.
- Proof of ID.
- A copy of the references.
- A copy of medical fitness if that has been sought.
- A record that an Enhanced Disclosure has been satisfactorily completed, along with the recruitment decision - the actual Enhanced Disclosure should not be kept but should be returned to the applicant once the recruitment has been made.

The storage of this data is covered under the Data Protection Act 1988. For more information, please see <http://www.ico.org.uk/>.



## Useful contacts

Jiu Jitsu Republic Welfare Officer/ Designated Safeguarding Lead

- Name: Cathrin Poppensieker
- Email: [welfare-officer@oxfordbjj.com](mailto:welfare-officer@oxfordbjj.com)
- Telephone: 07522 067403

## Local Authority Safeguarding

- Name: Oxfordshire Safeguarding Children's Board
- Email: [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)
- Telephone: 01865 815843

## NSPCC/CPSU

- 0808 800 5000
- [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- For more information around [Positions of Trust](#)



## Child Protection Incident Record Form

INCIDENT DETAILS	
Date & time of incident	
Are you reporting your own concerns or responding to the concerns raised by someone else?	
Reporting my own concerns <input type="checkbox"/>	Responding to the concerns raised by someone else <input type="checkbox"/>
If responding to concerns raised by someone else please provide their name and position within the club	
Name	Telephone
Please provide details of the incident or concerns you have, including dates, times and venue	
Please detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue	
Please provide details of further action taken to date	



<b>Police (please circle)</b>	Y    N	<b>If yes, which?</b>	
<b>Name and contact number:</b>		<b>Details of advice received:</b>	
<b>Social SERVICES</b>	Y    N	<b>If yes, which</b>	
<b>Name and contact number:</b>		<b>Details of advice received:</b>	
<b>Name and contact number:</b>		<b>Details of advice received:</b>	
<b>LOCAL AUTHORITY</b>	Y    N	<b>If yes, which?</b>	
<b>Name and contact number</b>		<b>Details of advice received:</b>	
<b>OTHER (e.g. NSPCC)</b>	Y    N	<b>If yes, which?</b>	
<b>Name and contact number</b>		<b>Details of advice received:</b>	
<b>Sign</b>			
<b>Print Name</b>			
<b>Date</b>			