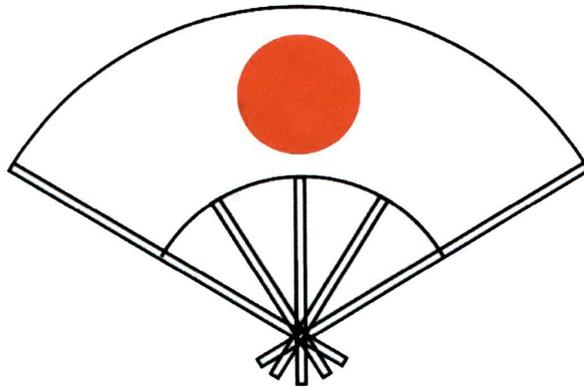


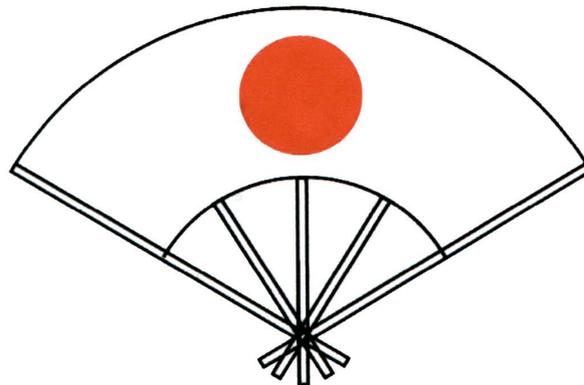
BRITISH KENDO ASSOCIATION



CHILD PROTECTION POLICY

BRITISH KENDO ASSOCIATION

CHILD PROTECTION POLICY



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CHILD PROTECTION

DOJO MEMBERS GUIDE

The British Kendo Association adheres to a child protection policy with the express aim of ensuring our young members are able to practice at our dojos with confidence and in safety.

It is the responsibility of all adult members to comply with the following guidelines on good practice in the presence of children (anyone under the age of 18):

1. All **unauthorised** mobile phones and photographic equipment should be switched off at all times during training and in the changing rooms.
2. If any **authorised** photographic or video equipment is being used in our dojo, signs must be displayed to convey this to all members and visitors.
3. Do not be alone in the changing rooms with a child, there should be at least two adults present if possible.
4. Avoid unnecessary physical contact. When necessary – ask the child's permission and explain the reason for the contact.
5. Any injuries or serious concerns for the child should be reported immediately and recorded.
6. If a parent/guardian fails to turn up on time to collect their child, he/she must be supervised by at least two adults until collected. At no time should the child be left alone.
7. Do not take a child into your car or on any journey without the expressed permission of the parent/guardian. If a journey is necessary, a travel consent form must be filled in. In an emergency if consent cannot be obtained, log this fact into the incident/accident report form.
8. Avoid private or unobserved situations (eg: in showers) and communicate in an open manner.
9. Do not smoke or use bad language in the presence of a child.

BRITISH KENDO ASSOCIATION

CHILD PROTECTION

PARENTS GUIDE

The BKA adheres to a child protection policy, with the express aim of ensuring our young members are able to practice at BKA dojos with confidence and in safety. It is for this reason you will be asked to fill in consent forms from time to time, and we would encourage you to discuss this with your child so that he/she understands some of the guidelines and why they are in place.

In accordance with the Child Protection Policy we would like to bring the following points to your attention:

- All unauthorised mobile phones and photographic equipment must be kept switched off at all times.
- Please arrive to collect your children on time. **In an emergency, contact.....**
..... We can then arrange appropriate supervision until your arrival.
- Parents/Guardians will be responsible for their children in the showers/ changing rooms and for helping them get changed should it be necessary.
- If your child is worried about something, encourage them to talk to an adult they feel comfortable with and of course, you are also very welcome to discuss matters with us yourself.

Please remember that **we aim to serve in the best interests of the children at all times** and if you wish to discuss any points on this subject please do not hesitate to contact us.

The Dojo Leader is
Tel
Email

The Dojo Child Protection Adviser is
Tel
Email

PROCEDURE FOR REPORTING A SUSPICION/CONCERN

GENERAL GUIDELINES

- Report any concerns or suspicions immediately to the **Dojo Leader** and/or the Dojo Child Protection Adviser.
- Refer to the **Procedure for Reporting a Suspicion/Concern Flow Chart** and the **Child Protection Report Form**.
- Fill in the Child Protection Form together.
- Any referrals to Social Services should be made the same day if possible. A report will be made to the BKA.
- In the interests of the child, should Social Services fail to report back within 24 hours, it is recommended to pursue feedback – this will be done by the Dojo Leader or the Dojo Child Protection Adviser.

REPORTING A DOJO MEMBER

- If you consider a child is at risk from a dojo member, your first concern should be for the protection of the child. Use the Reporting Procedure and Child Protection Report Form as above, but **do not disclose to that member that you are making a report**. Use your discretion when discussing the issue and forwarding paperwork.
- If the person under suspicion is the Dojo Leader or Dojo Child Protection Adviser, you should not discuss the situation with the person in question nor show him/her the paperwork. Report to the other person and use your discretion. The reporting procedure remains the same as above in all other respects.

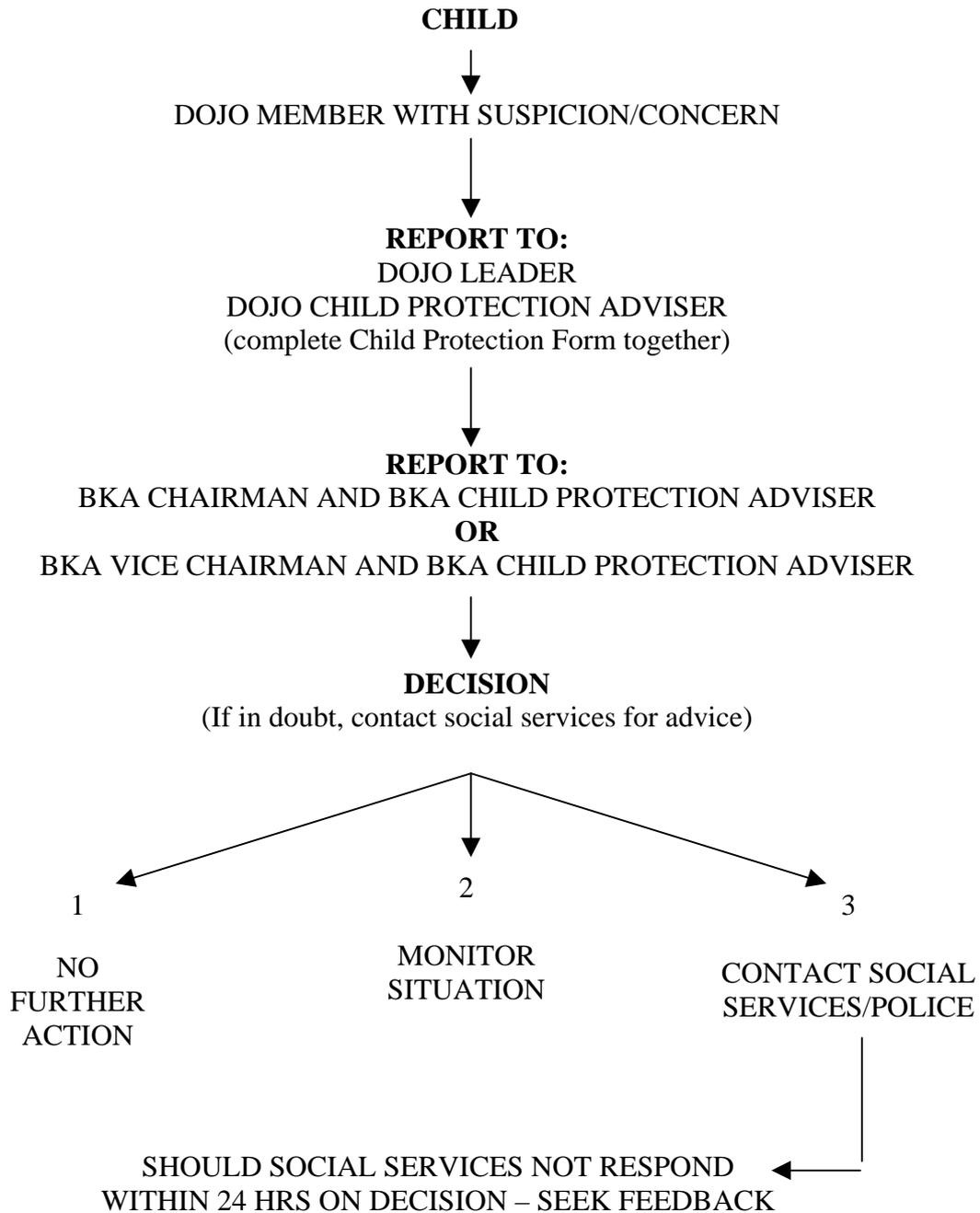
MEMBERS OF THE PUBLIC

- If a member of the public reports suspicions to us, and **those involved have left the premises**, that person must be encouraged to contact Social Services themselves. However, the member contacted must follow the reporting procedure laid down in this policy as far as is possible.
- If a member of the public reports suspicions to us when **those involved are still on the premises** – and if those suspicions can be verified – the policy reporting procedures are to be followed.



Although the indicators of abuse outlined in this policy are important, if a child displays any of these, it does not necessarily mean that the child is being abused. **Remember, it is not our responsibility to decide.** However, it is our responsibility to act if we suspect abuse to protect and safeguard the children within our sport.

PROCEDURE FOR REPORTING A SUSPICION/CONCERN



FORWARD COPY OF CHILD PROTECTION FORMS TO BKA CHILD PROTECTION ADVISER

IF A CHILD WANTS TO CONFIDE IN YOU

DO:

- Be accessible and receptive
- Listen carefully
- Take it seriously
- Reassure children they are right to tell
- Negotiate getting help
- Find help quickly
- Make careful records of what was said – immediately. A **Record of Disclosure Form** can be used for this purpose.

DON'T:

- Jump to conclusions
- Try to get the child to 'disclose'
- Speculate or accuse anybody
- Make promises you cannot keep

UNDERSTANDING AND IDENTIFYING SIGNS OF CHILD ABUSE

Child abuse can take many forms, but can be broadly separated into five main categories:

1. Neglect
2. Physical abuse
3. Sexual abuse
4. Emotional abuse
5. Bullying and harassment

The main effects of abuse on children can be generally summarised as follows:

- Children may die
- Pain and distress
- Behavioural difficulties, such as becoming angry and aggressive
- School-related problems
- Developmental delay – physically, emotionally and mentally
- Low self-esteem
- Depression, self-harm – sometimes leading to suicide
- Difficulty in forming relationships as adults
- Sometimes, if untreated, abusive relationships with own (or other) children
- Temporary or even permanent injury

DEFINITIONS OF ABUSE

Neglect

A persistent lack of attention to meet a child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give children love, affection and attention can also be a form of neglect, as is exposing them to unnecessary risk of injury.

Some identifying signs of neglect might include:

- Being left alone or unsupervised on a regular basis
- Having few friends
- Being tired all the time
- Constantly hungry or stealing food from others
- Constantly unkempt (dirty or smelly)
- Unexplained weight loss or constantly underweight
- Constantly inappropriately dressed
- Constantly failing to attend training, school or hospital/medical appointments etc

Physical Abuse

Physical injury or suffering to a child, or a failure to prevent physical injury or suffering (where there is a definite knowledge or reasonable suspicion that the injury has been inflicted by another person). This includes injury by deliberate hitting, shaking, throwing, poisoning, burning or scalding, biting, suffocation or drowning. Giving children inappropriate drugs or alcohol also constitutes physical abuse.

Physical abuse in a sport situation may be deemed to occur if the nature and intensity of training and competition exceeds the child's physical capacity.

Some identifying signs of physical abuse might include:

- Unexplained or untreated/inadequately treated injuries
- Injuries on parts of the body where accidental injury is unlikely
- Bruises that reflect hand marks or fingertips (from slapping, grabbing or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scalds

Since children often contract minor injuries, physical abuse may not always be apparent from bruises, fractures or other physical signs. **Behavioural indicators**, particularly when there are changes in behaviour, can also indicate that abuse is happening. This might be evident in the following behaviour:

- Aggressive or severe temper outbursts
- Running away
- Fear of going home
- Flinching when approached or touched
- Reluctance to get changed for sport
- Covering arms and legs even when hot
- Depression
- Withdrawn behaviour
- Fear of parents being contacted

Sexual Abuse

When adults (male or female) use children to meet their own sexual needs. This includes **all** sexual activity and inappropriate touching. Showing children pornographic books, videos or pictures and talking to them in a sexually explicit manner are also forms of sexual abuse.

Although a child may engage in sexual activity at the age of 16, it is an offence if an adult abuses his/her position of authority to obtain consent for sexual liaison with a child, and this also constitutes sexual abuse.

Some identifying signs of sexual abuse might include:

- Inappropriate sexual play
- Bruising to genital regions
- Sexual knowledge which is beyond the child's age or developmental level
- Suddenly having unexplained sources of money
- Substance or drug abuse and suicide attempts
- Sudden or unexplained changes in behaviour such as becoming withdrawn or aggressive
- Appetite disorders
- Running away
- Poor trust and secretiveness

Emotional Abuse

The persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve communicating to a child that they are worthless or inadequate. It may feature expectations of children that are not appropriate to their age or development. It may also involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Some identifying signs of emotional abuse might include:

- Delayed social development
- Poor language and speech
- Specific habit disorders
- Excessive fear of making mistakes
- Self-harm or mutilation
- Being unable to play or unwilling to take part
- Abnormally passive or attention-seeking behaviour

Bullying and Harassment

Deliberately hurtful behaviour, usually repeated over a period of time. It can be verbal, written or physical and can include actions such as physical assaults, name-calling, sarcasm, racist taunts, threats, gestures, unwanted physical contact, graffiti, stealing or hiding personal items. Being deliberately embarrassed and humiliated or constantly ignored is also a form of bullying.

Some identifying signs of bullying and harassment might include:

- A drop in performance in sport or school
- A reluctance to attend training or school
- Becoming clingy
- Being emotional or tearful
- Reduced concentration
- Frequent loss of possessions
- Eating disorders
- Substance abuse
- Frequent stomach-aches or headaches
- Bruising
- Damaged clothing

BKA CONTACT DETAILS

Dojo Child Protection Adviser

Name

Tel

Mobile

Email

Dojo Leader

Name

Tel

Mobile

Email

BKA Chairman

Name Geoff Salmon

Tel

Mobile

Email chairman@kendo.org.uk

BKA Vice Chairman

Name Gavin S Murray Threipland

Tel 01670 772318

Mobile

Email vice.chair@kendo.org.uk

BKA Child Protection Adviser

Name

Tel

Mobile

Email

KEY TELEPHONE NUMBERS

Local Social Services
Social Services Under Eights Team
City Social Services.....

Social Services Emergency Duty Team
Out of office Hours.....

OTHER USEFUL NUMBERS

Emergency Police 999
Emergency Ambulance 999
Local Police
City Police

NSPCC Child Protection Helpline (freefone) 0800 800 5000
Childline (freefone) 0800 1111

BJA CHILD PROTECTION REPORT

To be completed with Dojo Leader and/or Dojo Child Protection Adviser
SECTION A

Name of Child:	
Address:	
Description of Child:	
Age:	Sex:
Date(s) and time(s) of suspicion/concern:	

FULL ACCOUNT OF SUSPICION/CONCERN:

1. Type of abuse:
2. Details of any injuries:
3. Names and addresses of other witnesses:
4. Names and addresses of anyone else involved:
5. Any other information:

(Continue on a separate sheet if necessary)

Was First Aid administered, if so, by whom? Is this person qualified in First Aid?
--

Complete Section B (attached)

SECTION B

Analyse the information collected in Section A

Consider the following points very carefully before making your decision:

- **Harm** – The impact on the child
- **Power and authority of parent/guardian** – Either abuse of, or failure to exercise
- **Significance** – Is this happening regularly?

DECISION/ACTION:

Either 1, 2 or 3 : Give reasons:

1. No further action:		
2. Monitor the situation:		
3. Referral to Social Services:		
Date of referral:	Social Services Reference No	Contact Name
Feedback from Social Services:		

Name of Dojo Member.....

Date.....Signature.....

Name of Dojo Leader.....

Date.....Signature.....

Name of Dojo Child Protection Adviser.....

Date.....Signature.....

Forward copies of this form without delay to the BKA Child Protection Adviser

BKA RECORD OF DISCLOSURE

Name of ChildDate of Birth

Address

.....

..... Post Code.....

Date..... Time..... Place.....

What the child has said:

Your own observations:

Any actions that you have decided to take:

Your Name..... Signature.....

Other dojo members present

.....

.....

.....

.....

BRITISH KENDO ASSOCIATION

PARENTAL CONSENT FORM

Child.....

Date of Birth

I confirm that I am legally responsible for the above named child and hereby give my consent for my child to:

- **Take part in any practice/training sessions or seminars organised by the BKA.**
- **Receive First aid or medical treatment following injury or illness.**
- **Take part in photographic images that may or may not be published promoting any of my child's achievements, which may also be used to promote the BKA.**
- **Receive assistance in the donning, removal or adjustment of armour/protective clothing if necessary.**

Parent/Guardian:

Name.

Signed. Date.....

BRITISH KENDO ASSOCIATION

TRAVEL CONSENT FORM

Child.....

Date of Birth.....

I confirm that I am legally responsible for the above named child and I hereby give my consent for my child to:

Travel with (Name).....

To (Venue).....

For the purpose of.....

On (Date).....

Mode of transport.....

Parent/Guardian:

Name.....

Signed..... Date.....

Emergency Tel No.....



The Use Of Mobile Phones And Photographic
Equipment Is Prohibited In Compliance
With The Child Protection Policy.

SWITCH OFF MOBILE PHONES, PHOTOGRAPHIC AND VIDEO EQUIPMENT

(UNLESS PREVIOUSLY AUTHORISED)

**THE USE OF UNAUTHORISED
MOBILE PHONES, PHOTOGRAPHIC
AND VIDEO EQUIPMENT IS NOT
PERMITTED ON THESE PREMISES.**

**THIS IS IN COMPLIANCE WITH THE
CHILD PROTECTION POLICY.**

**IF FURTHER DETAILS ARE REQUIRED, PLEASE
SEE THE EVENT ORGANISER OR THE CHILD
PROTECTION OFFICER**

**PHOTOGRAPHIC
AND/OR VIDEO
EQUIPMENT
IS BEING USED AT
THIS EVENT**

(WHICH HAS BEEN PREVIOUSLY AUTHORISED)

**THE USE OF UNAUTHORISED
MOBILE PHONES, PHOTOGRAPHIC
AND VIDEO EQUIPMENT IS NOT
PERMITTED ON THESE PREMISES.**

**THIS IS IN COMPLIANCE WITH THE
CHILD PROTECTION POLICY.**

**IF FURTHER DETAILS ARE REQUIRED, PLEASE
SEE THE EVENT ORGANISER OR THE CHILD
PROTECTION OFFICER**