BJJAGB
Protecting Children
Policy & Implementation Procedures
VersionV

British Ju Jitsu Association GB

Safeguarding – Protecting Children and Adults at Risk Policy and Implementation Procedures

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British Ju Jitsu Association GB

Safeguarding – Protecting Children and Adults at Risk Policy and Implementation Procedures

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	Related BJJAGB Policies and Procedures: Accident/Incident Procedures & Form (H&S booklet) Code of Conduct and Ethics Complaints Policy DBS/PVG Scheme Checks Data Protection Policy Disciplinary Policy Equity Policy Fair Play Policy Photography and Filming Policy Managing Challenging behaviour guidelines New Starter Checklist (Insurance booklet)	

THE BRITISH JU-JITSU ASSOCIATION GB

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY

&

IMPLEMENTATION PROCEDURES

1. INTRODUCTION

The martial art of Ju Jitsu can and does have a very powerful and positive influence on people – especially young people and adults at risk (see Page 12 for definitions). Not only can Ju Jitsu provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if Ju Jitsu is in the right hands – in the hands of those who place the welfare of all young people and adults at risk first and adopt practices that support, protect and empower them.

The reality is that abuse can take place in Ju Jitsu and in some cases instructors, coaches and other trusted adults have been convicted of abuse. Every adult has a legal and moral responsibility to protect young people and adults at risk in sport from abuse.

1. What is Safeguarding?

Any adult working in the provision of sport/physical activity for young people and adults at risk, in either a paid or voluntary capacity, has a duty of care to the young people, adults at risk and themselves to provide a safe and caring environment. It is vital that any coach, umpire, official or any other person assisting with young people and adults at risk' activities has the ability to provide patience, understanding and encouragement.

Understanding of individuals' development and the ability to communicate with them is more important than knowledge of the sport.

Young people and adults at risk have a right to protection from the potential threat of abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, religion, language, sexual orientation or ability. Agencies which utilise the services of employees either on a paid or voluntary basis, and the employee themselves must be aware of the dangers of abuse, the forms it can take and its recognition, and demonstrate good practice within their sessions.

2. What is Abuse?

Working Together to Safeguard Children (2018) states that abuse is:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

A review of the literature shows a high level of agreement among governmental and other agencies about the characterisation of abuse. The following definitions are derived from Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2018, and given a sports context:

- **Neglect**

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:

a. provide adequate food, clothing and shelter
b. protect a child from physical and emotional harm or danger
c. ensure adequate supervision
d. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect in a sporting situation could include an instructor not ensuring that young people and adults at risk were safe, exposing them to undue heat or cold, or to unnecessary risk of injury.

- **Physical**

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 sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of the child.

- **Sexual**

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 Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Coaching or activities which involve physical contact with young people and adults at risk could create potential situations where sexual abuse could go unnoticed. The power of the instructor over young people and adults at risk, if misused, could also lead to the development of situations in which abuse may occur.

- **Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

- ***Emotional:*** Persistent lack of love and affection, where a child or adult at risk may be constantly shouted at, threatened or taunted and become very nervous and withdrawn, would constitute emotional abuse. Emotional abuse could also occur when there is constant overprotection (which prevents a child or adult at risk from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur in sport sessions if young people and adults at risk are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.

- ***Bullying:*** Is a form of aggressive behaviour manifested by the use of force or coercion to affect others, particularly when the behaviour is habitual and involves an imbalance of power. It may be that the abuser is a young person or adult at risk themselves, but it is important to be aware that adults can bully too. Bullying can include verbal harassment, physical assault or coercion, such as intimidation, and may be directed repeated towards particular victims, perhaps on grounds of race, religion, gender, social group, sexuality or ability**.** Bullying may be one-on-one or more complex, involving 'lieutenants' who may seem to be willing to assist the primary bully in his/her bullying activities.

  Bullying often takes place in schools or other environments where children meet, and research shows it can and does occur where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms. (Further information on Bullying is included within Appendix F).

- **Extremism** goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

- **County Lines** gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and adults at risk to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

- **Child Criminal Exploitation** where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

- **Female Genital Mutilation (FGM)**

  FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

- **So called honour-based violence**

  So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

- **Forced marriage**

  Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage.

- **Peer on peer abuse**

  Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

- **Grooming**

  Grooming involves manipulating a child, and those around them to provide opportunities to sexually abuse the child. Both boys and girls may be groomed and while the vast majority of abusers are male it is important to remember that there are females who sexually abuse children. Groomers may use a variety of techniques to groom a child, family or club/organisation:

  - identifying vulnerable children.
  - befriending the child/family.
  - complementing the child, making them feel special.
  - giving gifts or offering individual coaching
  - Threatening (you won't get to grade or get picked for the team, no-one will believe You) or bribing the child.

Elite athletes may be particularly vulnerable to this form of abuse (see **5.1**). Any concerns regarding an adult's behaviour towards a child should be reported appropriately (see **5.18.4**)

3. Indicators of Abuse

Some indications that a child or adult at risk has been abused **may** include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent or for which multiple explanations are given
- The child or adult at risk describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expressing concern about the welfare of another child or adult at risk
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper
- Inappropriate sexual awareness
- Engaging in explicit sexual behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- An apparent difficulty in making friends
- The prevention by an adult from socialising with other young people or adults
- Displaying variations in eating patterns including overeating or loss of appetite
- Weight loss for no apparent reason
- An increasingly dirty or unkempt appearance
- Displaying frequent unexplained minor injuries

Responses from parents

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

- An unexpected delay in seeking treatment that is obviously needed
- An unawareness or denial of any injury, pain or loss of function
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development
- Reluctance to give information or failure to mention other known relevant

Injuries

- Frequent presentation of minor injuries
- Unrealistic expectations or constant complaints about the child
- Alcohol misuse or other drug/substance misuse
- Parents request removal of the child from home
- Violence between adults in the household

This list is not exhaustive and the presence of one or more indicators is not proof that abuse has actually taken place.

It is not the responsibility of those working with young people and adults at risk to decide that child abuse has occurred, but it is their responsibility to recognise and act on any concerns by reporting any incident to the British Ju Jitsu Association GB's Safeguarding Officer and completing an Incident Referral Report Form for referral to the appropriate authority. (See Appendix M for an example copy of an Incident Report form.)

Never assume that someone else has seen and acted on a concern. You have a responsibility to act, not acting on concerns is never an option.

4. How Does it Affect Children and Adults at Risk?

Abuse in any of its forms can affect a person of any age. Adverse childhood experiences can be so damaging that, if untreated, they may follow a person from childhood into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship. They may become involved in drugs or prostitution, attempt suicide or even abuse a child themselves.

There have been a number of studies which suggest that young people or adult at risks with disabilities are at an increased risk of abuse due to various other factors, such as stereotyping, prejudice, discrimination, isolation. They may also experience a powerlessness to protect themselves, and/or to adequately communicate that abuse has occurred.

2. POLICY STATEMENT

British Ju Jitsu Association GB Ltd (herein after BJJAGB) is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with children and adults at risk. Adopting best practice will help to safeguard these participants from potential abuse as well as protecting instructors, coaches and other adults in positions of responsibility from potential false allegations of abuse. The BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy will allow children and adults at risk to excel in a safe environment and transmit a reassuring signal to parents/carers that will positively impact on recruitment.

This document is binding for the martial art as a whole and provides guidelines to everyone in the BJJAGB, whether working in a professional or voluntary capacity.

It is recognised that abuse is a very emotive and difficult subject; however, everyone in the BJJAGB has a duty of care towards young and vulnerable performers and can help to protect them from abuse. BJJAGB's approach to safeguarding and protecting children and adults at risk is based on the principles recognised within UK and international legislation and government guidance. The following has been taken into consideration:

- The Children Act 1989
- The Children Act 2004
- The Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children (published July 2018)
- The Human Rights Act 1998
- United Nations Convention on the Rights of the Child 1990
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Care Act 2014
- Serious Crime Act 2015

- ➢ Data Protection Act 2018
- ➢ Keeping Children Safe in Education 2018

2. 1.Acknowledgements

This document is based on the Pan-London Child Protection Toolkit, which meets all the requirements of the NSPCC Standards for Safeguarding and Protecting Children in Sport, (CPSU 2002, revised 2018) and with reference to current CPSU guidance.

3. SAFEGUARDING

Key principles and aims of the Safeguarding – Protecting Children and Adults at Risk Policy:

3.1. Every Child Matters

Outcomes for Children's Social Care:

* Being Healthy: enjoying good physical and mental health and living a Healthy lifestyle
* Staying Safe: being protected from harm and neglect; growing up able to look after themselves
* Enjoying and Achieving: getting the most out of life and developing broad skills for adulthood
* Making a Positive Contribution: to the community and society; not engaging in Anti-social or offending behaviour
* Economic Wellbeing: overcoming socio-economic disadvantage to Achieve full potential in life

3.2. Adults at risk

Social Care Outcomes

Outcomes identified for Adult Social Care (Care Act 2014):

* Managing and maintaining nutrition
* maintaining personal hygiene
* Managing toilet needs
* being appropriately clothed
* being able to make use of the adult's home safely
* maintaining a habitable home environment

* Developing and maintaining family or other personal relationships

* Accessing and engaging in work, training, education or volunteering

* Making use of necessary facilities or services in the local community, including public transport, and recreational facilities or services

* Carrying out any caring responsibilities the adult has for a child.

Key Principles of Adult Safeguarding

* **Empowerment**
* **Prevention**
* **Proportionality**
* **Protection**
* **Partnership**
* **Accountability**

From these lists, it is easy to see that there is a close relationship between the outcomes for children and adults respectively.

There are four levels of implementation:

1. Central government level
2. Locality strategic level
3. Community/neighbourhood level
4. Individual level

The guidance given in the procedures is based on the following principles:

- This policy recognises and builds on the legal and statutory definitions of a ***child***
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of best practice in the delivery and management of activities and events in Ju Jitsu , a child is recognised as anyone who has not yet reached their 18th birthday.
- An ***adult at risk*** according to the 'Care Act 2014' is **defined** as someone who has needs for **care** and support, who is experiencing, or at **risk** of, abuse or neglect and as a result of their **care** needs - is unable to protect themselves. An adult has a moral and statutory duty for the care, custody and control of any child or adult at risk under their supervision

- The welfare of the child or adult at risk is paramount
- All children and adults at risk, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse
- All incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately

- All children and adults at risk have a right to engage in Ju Jitsu in an enjoyable and safe climate
- Young people and adults at risk have a right to expect appropriate management, support, personal and social development with regard to their involvement in Ju Jitsu , whether they are playing, officiating or volunteering
- It is the responsibility of the statutory services to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns
- Confidentiality should be upheld in line with the Data Protection Act 2018 other agencies is essential for the protection of children and adults at risk. The British Ju Jitsu Association GB recognises the statutory responsibility of Children's Social Care (formerly known as Social Services) Departments to ensure the welfare of children and work with the Local Safeguarding Partners to comply with their procedures.

Resolving Professional Disagreements

Step 1:
Members of the safeguarding team will meet to clarify their thinking and practice.

Step 2:
Concerns will be put in writing by the Association Safeguarding Officer and communicated with the relevant agency e.g. social care. This will be recorded as a formal challenge.

Step 3:
If unresolved the Association Safeguarding Lead will refer to the BJJAGB Safeguarding Lead who will liaise with the relevant service manager.

Step 4:
If unresolved the case will then be referred to the Safeguarding Children's Partnership Manager.

3. Roles and Responsibilities

Key roles of the BJJAGB in relation to safeguarding and protecting children and adults at risk:

These will be:

- ➢ The promotion of good practice (minimum safeguarding standards) at an operational level
- ➢ Provision of advice and support for partner organisations
- ➢ Influencing and advocating at a strategic level
- ➢ Ensuring the sub-contracting of any activities are protected through clear guidelines on safeguarding children and adults at risk

3.1. BJJAGB

Lead on the production, monitoring and review of this Safeguarding - Protecting Children and Adults at Risk Policy and accompanying Implementation Plan.

Support all member associations to implement procedures which provide a duty of care for young people and adults at risk, safeguard their wellbeing and protect them from abuse.

Offer training and support for its officers and instructors and (possibly) volunteers to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made.

Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and adults at risk, safeguard their well-being and protect them from abuse.

Respect and promote the rights, wishes and feelings of young people.

Ensure that the Safeguarding - Protecting Children and Adults at Risk Policy and any Codes of Conduct are endorsed and in accordance with local and sport authorities and regulations and will follow these procedures at all times.

Recruit, train and supervise its officers, instructors and volunteers so as to adopt best practice to safeguard and protect young people and adults at risk from abuse.

Require its officers, instructors and volunteers to adopt and abide by the Safeguarding - Protecting Children and Adults at Risk Policy and Implementation Procedures which incorporate the Code of Conduct and Ethics.

Influence other partner agencies at a strategic level to ensure that the protection of children and adults at risk is at the forefront of delivery.

Ensure that any activities that are sub-contracted are agreed and managed through a signed agreement that includes a clear statement about responsibilities of all parties/partners in responding to safeguarding concerns (in line with recent guidelines provided by the CPSU).

Effectively engage with Local Safeguarding Partners to ensure an awareness of interagency procedures and where appropriate involvement in ‘Safeguarding through Sport’ subgroups.

Respond to any concerns or allegations appropriately, in line with these procedures.

3.2. Member Associations

Work with the BJJAGB towards identifying, formally adopting and implementing minimum operating standards for safeguarding, based on the Standards for Safeguarding Children in Sport - should these minimum operating standards not already be in existence.

Respond to any and all allegations appropriately and implement the appropriate disciplinary and appeal procedures and involve appropriate authority when necessary.

Ensure protocols for information sharing between the BJJAGB and member associations are developed and implemented.

Ensure that local policies and procedures are in place and that staff, coaches and volunteers are trained in accordance with the guidelines and national standards.

Respect and promote the rights, wishes and feelings of children, young people and adults at risk.

3.3. Children's Social Care Services

Local Authority Children's Social Care services have a statutory duty of care under the Children Act 1989 and 2004, to ensure the welfare of children and work with the Local Safeguarding Children Partners to comply with their procedures and appoint a Designated Officer (DO) (formerly Local Authority Designated Officer (LADO) who will work jointly with the Police. When a child protection referral is made, the DO has a legal responsibility to investigate.

This may involve talking to the child and family and gathering information from other people who know the child. Enquiries may be carried out jointly with the Police. Member Associations' Safeguarding Officers need to link with their respective Local Safeguarding Partners.

3.4. Adult Social Care Services

Local Authority Adult Social Care services have a statutory duty of care under the Safeguarding Vulnerable Groups Act 2006 to ensure the welfare of adults at risk. When an adult at risk protection referral is made, the Designated Officer (DO) is informed and the Local Safeguarding Adults Board (LSAB) has a legal responsibility to investigate. These investigations may involve talking to the adult at risk, their family or carers and gathering information from other people who know the adult at risk. Enquiries may be carried out jointly with the Police. Member Associations' Safeguarding Officers need to link with their respective LSAB.

5. NSPCC

The NSPCC operates a free 24 hour a day helpline by email or online reporting (help@nspcc.org.uk) or by telephone Monday-Friday 8am-10pm or weekends 9am-6pm (0808 800 5000) to provide advice and support to anyone with concerns about the welfare or safety of a child. In addition, the Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice (www.thecpsu.org.uk).

4. PROMOTION AND DISTRIBUTION OF THE SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY

All organisations involved in direct delivery associated with the BJJAGB, and those organisations wishing to gain funding through the BJJAGB, will be required to demonstrate established and robust policies and procedures, and to provide protection to children, young people and adults at risk through minimum operating standards at a delivery level. The BJJAGB will request to see child protection policies and procedures and will ensure they meet minimum operating standards, as identified by CPSU. Access to the BJJAGB Safeguarding - Protecting Children and Adults at risk Policy and accompanying Implementation Plan is available to assist all member associations through the British Ju Jitsu Association GB website www.bjjagb.com

Communication of the Safeguarding - Protecting Children and Adults at Risk Policy and discussion regarding the Implementation Plan will take place with member associations, and relevant bodies such as UK Sport and home county sports ASSOCIATION GBs.

4.1. Monitoring and Review of the Safeguarding - Protecting Children and Adults at Risk Policy

The BJJAGB will review the Safeguarding - Protecting Children and Adults at Risk Policy at least every three years, or whenever there is a major change in legislation related to protection of children and adults at risk or the BJJAGB organisational structure.

The implementation and monitoring of this Policy will be led by the BJJAGB's Safeguarding Implementation Plan. This plan will be implemented by the Officers of the British Ju Jitsu Association through partnership working with member associations. The BJJAGB is also committed to ensuring that through member associations' Safeguarding Officers, processes/mechanisms are in place to consult children, young people and adults at risk and parents as part of a review of this Policy.

The Officers of the BJJAGB will be responsible for the review of actions undertaken, and the overall implementation and review of this Policy.

4.2. Monitoring and Review of the Safeguarding – Protecting Children and Adults at Risk Policy Implementation Plan

The Implementation plan will be reviewed on a regular basis by the BJJAGB.

5. IMPLEMENTATION

5.1. Good Practice

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people and adults at risk in order to harm them. A coach, instructor, official or volunteer may have regular contact with young people and adults at risk and be an important link in identifying cases where a young

person needs protection. All cases of suspected poor practice and abuse should be reported following the guidelines in this document. When a young person participates in Ju-Jitsu having been subjected to abuse outside the sporting environment, Ju-Jitsu can play a crucial role in identifying and reporting concerns. In such instances, BJJAGB personnel must work with the appropriate agencies to ensure the young person receives the required support following making an allegation or raising a safeguarding concern, and an investigation.

There have been several studies and research which shows that some factors can increase vulnerability. We give special consideration to children who:

- Have special educational needs or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality.
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers

There are factors that also make elite athletes more vulnerable to abuse. These include:

- a win at all costs attitude
- intense coach – athlete relationship
- a self-image that is linked closely with performance excellence
- child athletes operating in an adult-focused environment
- being away from family and support networks
- fear of losing a place on the team if they speak out

(CPSU Elite athlete welfare)

Actions to reduce the impact of vulnerability.

- Value the views and experiences of all members by offering a range of ways to communicate.
- Create a homogenous environment where each individual is made to feel safe and secure
- Recognise and celebrate the differences of the students that make up a class
- Develop understanding and knowledge of the diverse cultures that make up a class.
- Acknowledge the factors that can make someone more vulnerable to abuse and that vigilance is essential.

Early Intervention

The value of early intervention in securing the best outcomes for children is widely recognised. Where a child is identified as in need of support, working effectively with other agencies involved with the family is key. It is important that the views of the parents and child are taken into account, there **must** be parental consent before contacting other agencies for support. If you are concerned that a child may be in need of support this should be referred to the club welfare officer who may then seek additional support and guidance from the Association Safeguarding Officer.

5.2. Good Practice Guidelines

All BJJAGB personnel are required to demonstrate exemplary behaviour in order to promote young people and adults at risk' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate within sporting activities/events:

Good practice means:

- Always working in an open environment, e.g. avoiding private or unobserved situations and encouraging an open environment (no secrets)
- Treating all young people and adults at risk equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with young people and adults at risk (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them)
- Building balanced relationships based on mutual trust which empowers young people and adults at risk to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the BJJAGB. Care is needed, as it is difficult to maintain hand positions when the young person is constantly moving. Young people and adults at risk and carers should always be consulted and their agreement gained
- Keeping up to date with the technical skills, qualifications and insurance in sport
- Involving parents wherever possible (e.g. for the responsibility of their young people and adults at risk in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/instructors/ coaches/ officials work in pairs
- Ensuring that if mixed gender participants are taken away they should always be accompanied by a male and female member of staff. (NB: however, same gender abuse can also occur)

- Ensuring that at competitions or residential events, adults should not enter young people and adult at risk's rooms or invite young people and adults at risk into their rooms
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people and adults at risk and promoting a healthy diet
- Giving enthusiastic and constructive feedback rather than negative Criticism.
- Recognising the developmental needs and capacity of young people and adults at risk - avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to act in loco parentis (Appendix Q), if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Securing parental consent in writing for attendance at competitions and away trips
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Where staff witness an injury this must be reported to the parents at the first opportunity

5.2. Requesting written parental consent if young people and adults at risk are required to be transported in, instructors/coaches/officials/ volunteers' etc, cars.

5.3. Coaching/Staffing Ratios

Ju Jitsu is a martial art practised by both male and female students of all ages and abilities. It is the registered instructor's responsibility to ensure that they have undertaken a risk assessment for the session and that there is sufficient supervision to carry out the planned activities in a safe and open environment.

A general guideline would be:

4-7yrs	1:15
8-12yrs	1:20

However, it is <u>never</u> appropriate to have one responsible adult on their own – there should be a minimum of two adults present irrespective of the number of children.

In classes for students aged 13yrs+, the numbers attending may be more but it is usually the case that there are sufficient senior students or assistant instructors to work with smaller groups under the supervision of the instructor.

5.4.Changing Rooms

Parents/carers have a responsibility to ensure that their children are adequately supervised while changing and to judge whether it is safe and appropriate for them to change without supervision. Adults should not change or shower at the same time, using the same facility as young people and adults at risk. Separate facilities should be made available for male and female participants.

If young people and adults at risk are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home. If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered. No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities, etc. (CPSU changing facilities)

5.5. Medical Treatment of Young people and Adults at Risk

It is recommended that no young person or adult at risk should be treated in any way in a situation where the young person/adult at risk is on their own in a treatment room with the door closed. Prior to medical treatment being carried out on a young person/adult at risk, parental/carer consent in the written form must be sought where appropriate (see Appendix Q).

It is recommended that all treatment procedures are explained fully to the young person/ adult at risk and **verbal consent** is given before they are carried out.

It is strongly recommended that all treatment procedures should be 'open', i.e. the door remains open, parents /carers are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents/carers of the young person/ adult at risk should be invited to attend.

It is recommended that if treating an area of the body which is potentially embarrassing to a young person/adult at risk (i.e. the groin), a suitable adult (ideally a parent/carer) acting as a chaperone should be present.

It is important to maintain medical confidentiality and patient dignity at all times.

5.6. Missing Child guidance

If a child goes missing during a training session or event the club/organisation Should apply the following procedure.

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report even if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the designated safeguarding officer.

- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.
  (**CPSU Procedures for Missing Children)**

5.7. Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge at the activity/event or the young person's parent or adult at risk's carer. For example, a young person sustains an injury and needs to go to hospital. (For late collection guidance see Appendix I) Avoid transporting young people and adults at risk in your car unless in a medical emergency

Avoid spending time alone with young people and adults at risk away from others

8. Practice Never to be Sanctioned

The following should never be sanctioned. You should never:

- take young people and adults at risk to your home where they will be alone with you;
- engage in rough, physical or sexually provocative games, including horseplay;
- share a room with a young person;
- allow or engage in any form of inappropriate touching;
- allow young people and adults at risk to use inappropriate language unchallenged;
- make sexually suggestive comments to a young person, even in fun;
- reduce a young person to tears as a form of control;
- allow allegations made by a young person to go unrecorded or not acted upon;
- do things of a personal nature for young people or disabled adults that they can do for themselves;
- Invite or allow young people and adults at risk to stay with you at your home unsupervised.

If any of the following incidents should occur, they should be reported immediately to another colleague and make a written record of the event. Parents/carers should also be informed of the incident:

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

9. Relationships of Trust

"Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists." CPSU

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that an older member of staff has over someone attending a group, activity or event cannot be under-estimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for all personnel to recognise the responsibility they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16+-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children.

If an instructor engages in an intimate or inappropriate relationship with a young person, it is a breach of the BJJAGB's Code of Conduct and Ethics and, as such, will result in disciplinary action including a referral to Children's services LADO and the police.

10. Code of Conduct and Ethics

See the BJJAGB Code of Conduct and Ethics policy.

11. Equity Policy

See the BJJAGB Equity Policy.

12. Fair Play Policy

See the BJJAGB Code of Conduct and Ethics booklet.

13. Disciplinary Policy

See the BJJAGB Disciplinary Policy.

14. Whistleblowing Policy

See the BJJAGB Whistleblowing Policy.

15. Recruitment, Employment and Deployment of Staff and Volunteers

See Appendices H and I.

16. Roles and Responsibilities of the BJJAGB Safeguarding Officers

The BJJAGB has a duty and responsibility to ensure that the following is in place:

An appointed person to be titled the BJJAGB Safeguarding Officer to have designated responsibility for safeguarding issues. Prior to appointment, this person will be required to undertake an Enhanced Criminal Records Check. The nominated person's are Mark & Claire FitzGerald 3 Whitethorn Gardens Hornchurch Essex RM11 2AL. Tel: 01708 455375. E-mail cpo@bjjagb.com

An appointed person from each member association to be titled the Association Safeguarding Officer to have deputy designated responsibility for safeguarding issues. This person must have a formal role on the association's management committee. Prior to appointment, these persons will be required to undertake an Enhanced DBS/PVG Scheme check.

16.1. BJJAGB Safeguarding Officer – Job Description

The role of the Safeguarding Officer for the BJJAGB is as follows:

- To act as the point of contact for any concerns or allegations and implement the reporting procedures;
- Implement the BJJAGB Safeguarding - Protecting Children and Adults at risk Policy and Implementation Procedures;
- Promote the Safeguarding practice guidelines, and embed the work of Safeguarding into strategic frameworks of the BJJAGB;
- Facilitate DBS/PVG Scheme checks;
- Ensure the provision of or adherence to the training programme for instructors, coaches and volunteers with designated Safeguarding responsibility;
- Take any action as advised by the Children or Adult Social Care departments or Police. It is **NOT** the role of the Safeguarding Officer to decide whether a person has been abused or not;
- Ensure that member associations and instructors are aware of safeguarding concerns.

16.2. BJJAGB Association Safeguarding Officer - Job Description

The role of the BJJAGB Association Safeguarding Officer is as follows:

- To ensure that the BJJAGB Safeguarding - Protecting Children and Adults at risk Policy and Implementation Procedures work in practice.
- Act as the first point of contact for anyone in the association (staff, volunteer, parents or children) who has a concern about a child or adult at risk and about poor practice/possible abuse by adults working with children or adult at risks.
- Be approachable and have a child-focussed approach.
- Does not need to be a child protection 'expert'. That is the role of the statutory agencies (Police, Children and Adult Social Care). Ideally, they should have a

background in working with children such as teachers, childminders, social workers, Police child protection team officers, health workers, etc.

- Be the first point of contact with the BJJAGB Safeguarding Officer.
- Maintain contact details for local Children and Adult Social Care, Police and know how to obtain Local Safeguarding Children or Adult Board guidelines.
- Sit on the association's management committee.
- Promote and ensure adherence to all the BJJAGB's policies and procedures, with particular reference to confidentiality and ant discriminatory practice.
- Facilitate DBS/PVG Scheme Disclosure forms within the association.
- Undertake training as required.

17. Recognition of Poor Practice, Abuse and Bullying

Abuse can and does occur outside the family setting (see Section 1.2 for definitions). Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers involved in sporting activities/events, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person or adult at risk, whether inside or outside of the sporting context and to follow the procedures in this document.

Never assume that someone else has seen and acted on a concern. You have a responsibility to act, not acting on concerns is never an option.

17.1. Poor Practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern to a young person/adult at risk. Poor practice includes any behaviour which contravenes the Code of Conduct and Ethics (Appendix S), infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in the sporting environment and will be treated seriously and appropriate actions taken in line with the BJJAGB Disciplinary Policy.

17.2. Abuse

Abuse can happen wherever there are young people and/or adults at risk of any age. Adverse childhood experiences can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

17.3. Bullying

It is important to recognise that in some cases of abuse; it may not always be an adult abusing a young person or adult at risk. It could be that the abuser is a young person or adult at risk themselves and this is recognised as bullying. It is important to be aware that

adults can bully too. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are often shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying often takes place in schools or other environments where children or adults at risk meet, and research shows it can and does occur where there is inadequate supervision – on the way to and from school or college, at a sporting event, in the playground and changing rooms.

17.4. Disabled People

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

17.5. Race and Racism

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

18. Responding to Disclosure, Suspicions and Allegations

18.1. How to Respond to a Disclosure from a Young Person or Vulnerable Adult

The person receiving information concerning disclosure should:

- react calmly so as not to frighten or deter the young person or adult at risk;
- tell the person he/she is not to blame and that he/she was right to tell;
- take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a person who has a speech disability and/or differences in language;
- ensure the safety of the individual - if the person needs immediate medical treatment, take the person to hospital or call an ambulance, inform medics of concerns and ensure they are aware it is a safeguarding issue;
- keep any questions to the absolute minimum to ensure a clear and accurate understanding of what has been said;
- Use open questions such as who, what, when, where to clarify.
- reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments;

- seek parental consent before speaking to the police/social care *unless this puts a child at greater risk e.g. the child alleges the parent is the abuser.* **Note – lack of consent should not stop a referral if you feel a child is at risk.**

18.2. Actions to Avoid

The person receiving the disclosure should not:

- panic;
- allow their shock or distaste to show;
- probe for more information than is offered, i.e. explicit details or ask leading questions, e.g. “Did Jim/Jenny hit you?”;
- speculate or make assumptions;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- make promises or agree to keep secrets.

N.B. It may not be that all young people and adults at risk are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual’s impairment. However, where there are concerns about the safety of a young person or adult at risk, record what has been observed in detail and follow the procedures to report these concerns.

18.3 .**Procedures to be Followed on Receipt of a Disclosure, Allegation or Suspicion of Abuse or Poor Practice** (please also see flow chart)

If common sense dictates that you should, report your concerns directly to medical services or the Police, who will advise on the action to be taken.

Follow the flow chart from whatever is the relevant start point according to each individual situation.

Using the Incident Referral Form (Appendix M) make a full and factual record of what had been said, heard and/or seen as soon as possible.

Report the concerns to the Association Safeguarding Officer immediately who will report the concerns directly to the Children or Adult Social Care or the Police who will advise on the action to be taken, including advice on contacting parents. The person reporting the concerns must ensure the Incident Referral Form is completed and forwarded to the Association Safeguarding Officer. If Children’s or Adult Social Care are involved, then a copy of the form should be sent to the case officer at Children’s or Adult Social Care within 24 hours of the telephone report.

If you cannot contact the Association Safeguarding Officer or the BJJAGB Safeguarding Officer, report your concerns immediately to the Children’s Social Care or Police who will advise you appropriately. Should you wish to seek expert advice to help you decide on the best course of action you can contact the NSPCC Helpline on 0800 800 500.

If the concerns are about the Association Safeguarding Officer report your concerns to the BJJAGB Safeguarding Officer. If they are unavailable, report your concerns directly to Children's Social Care or the Police, who will advise on the action to be taken.

If the concerns are about the BJJAGB Safeguarding Officer report your concerns directly to Children's Social Care or the Police, who will advise on the action to be taken.

Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.

If the individual being accused is from within a member association of the BJJAGB environment, the incident will be reported to the BJJAGB Safeguarding Officer who will formalise/recommend suspension of the individual concerned.

It is never easy to respond to a situation where abuse is disclosed or suspected. You may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the Association or BJJAGB Safeguarding Officer.

If you have passed on your concerns to the relevant person and you still feel that the child is still at risk see BJJAGB Whistleblowing Policy or contact NSPCC Whistleblowing Advice Line 0800 028 0285 or email help@nspcc.org.uk

5.18.3i

Responding to allegations of online abuse

We recognise that while the online world brings many opportunities and benefits it can also present risks and challenges.

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet enabled devices (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2014; Welsh Assembly Government, 2018)

Criminal Acts

Section 67 of the Serious Crime Act 2015 creates a new offence of sexual communication with a child which will help ensure that young people are fully protected by the law and allow the authorities to intervene earlier to prevent more serious offending against children. The new offence criminalises a person aged 18 years or over who communicates with a child under 16 (who the adult does not reasonably believe to be 16 or over), if the communication is sexual or if it is intended to elicit from the child a communication which is sexual. (Fact sheet: Offence of sexual communication with a child – Home Office)

Children may experience various forms of abuse online including:

- Bullying/cyberbullying
- Emotional abuse
- Sexual abuse
- Sexting (sending, receiving or forwarding sexually explicit messages, photos or images)

If you are concerned that an offence may have been committed and the device is still available keep the device securely and follow BJJAGB safeguarding procedures (see flowchart 5.17.4 and 5.17.5.)

DO NOT

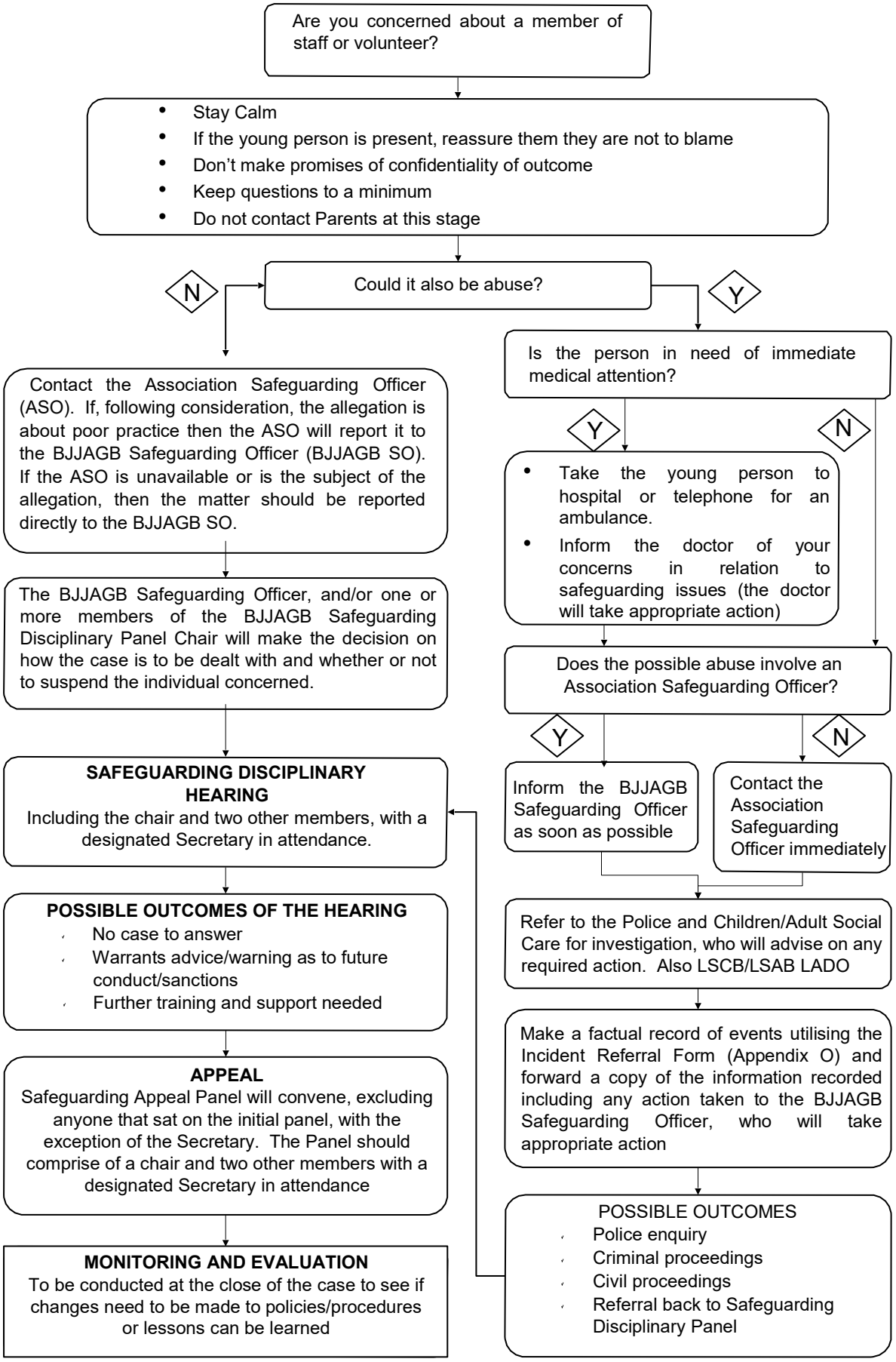
- **view or share the image with anyone else – unless under police direction.**
- **send, move, save or print the image**
- **allow a child to view, share or send the image**

In addition to the BJJAGB procedures for reporting suspected abuse or poor practice Referrals can also be made to Child Exploitation and Online Protection Command

www.ceop.police.uk

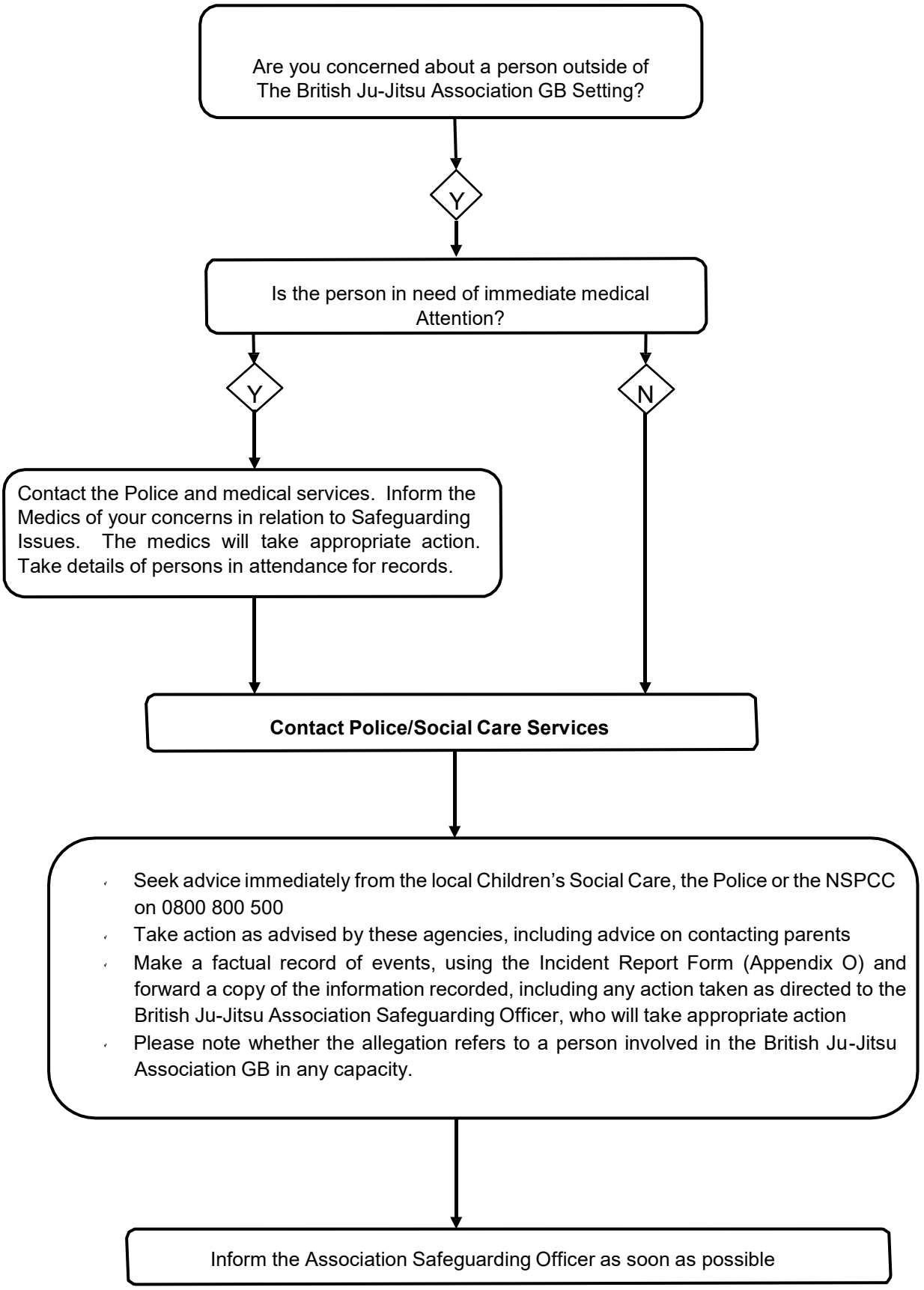
18.4.

Flowchart for Dealing with Disclosure, Allegation or Suspicion of Abuse or Poor Practice within the BJJAGB



18.5

Flowchart for Dealing with Disclosure, Allegation or Suspicion of Abuse outside the BJJAGB



18.6

Records and Information

Information passed to the Children's Social Care or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising an Incident Referral Form (Appendix M). Information required at the referral stage:

- **Child / Adult at Risk**

  Age / gender / name / disabilities / address /contact numbers/ parental responsibility / ethnicity / agencies already working with the family / relationship between young person/ adult at risk and accused.

- **Alleged perpetrator**

  Name / address / position in sport - employee / volunteer / paid / level of coach

  Any other allegations

  Age

  Do they have any children, if known?

  When they are next involved in Ju-Jitsu?

  Do you know if they are involved with any other activities involving children? Previous incidents

- **Primary evidence**

  Core information about the alleged incident:

  Facts from the person making the allegation including dates/times/venue/ witness details

  Records with dates

  Has anyone else been informed or is anyone else already involved in the investigation.

  Reporting the matter to the Police or Social Care departments should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Care department should be confirmed in writing within 24 hours by the Safeguarding Officer. A record should also be made of the name and designation of the Social Care service member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

18.7. Allegations against Staff or Volunteers

This includes anyone working with young people and adults at risk in a paid or voluntary capacity (e.g. instructors, volunteers or helpers in clubs, coaches, team managers, training camp personnel, etc.). Abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, abuse has occurred

within institutions and may occur within other settings (e.g. sport or other social activities).

Previous cases indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in providing sporting activities/events are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the young person/adult at risk, arising from abuse, poor practice or harassment by a member of staff or volunteers, should be reported immediately as detailed in the above section.

Allegations may relate to poor practice where an adult's or peer's behaviour is inappropriate and may be causing concern to a young person or adult at risk. Poor practice includes any behaviour which contravenes the BJJAGB Code of Conduct and Ethics, infringes individuals' rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in Ju Jitsu and will be treated seriously and appropriate actions taken.
(See the BJJAGB Whistleblowing Policy.)

18.8. Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a young person or adult at risk, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters. The BJJAGB assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a young person or adult at risk may be being abused.

18.9. Types of Investigation

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal - Police
- Safeguarding - Social Care Services/Police
- BJJAGB Internal investigation

Civil proceedings may also be initiated by the alleged victim (or family) or the person allegedly responsible for it.

18.10.Actions to take if there are concerns about the behaviour of a member of Staff, Volunteer, another Young Person or Adult at Risk

The Association Safeguarding Officer should be contacted if there are concerns about the behaviour of a member of staff, volunteer or another young person. Concerns should then be written down, utilising the appropriate sections of the 'Incident Referral Form' and forwarded to the Association Safeguarding Officer. If the concerns refer to the Association Safeguarding Officer, contact the

BJJAGB's Safeguarding Officer, who will then contact the Police or Children's or Adult Social Care as appropriate. If the concern refers to the BJJAGB's Safeguarding Officer then contact the police or the Local Authority Designated Officer.

The Designated Officer (DO) (formerly Local Authority Designated Officer (LADO)) of the Local Safeguarding Children/Adults Board (LSCB) will be informed by the Police or Social Care Department and may be involved in arranging Strategy Meetings where there are concerns about a member of staff/ volunteer abusing a child. Their investigation would be in parallel and would inform the BJJAGB investigations and disciplinary procedures.

18.11. Recording and retention of information regarding concerns about adult behaviour

If there are concerns that an adult may have:

- Behaved in a way that has or may have harmed a child or adult at risk
- Committed a criminal offence against, or related to a child or adult at risk.
- Behaved in a way that suggest they are unsuitable to work with children or adults at risk.

Clear and comprehensive records should be kept including the following information

- The nature of the allegation
- The actions taken
- How things were resolved
- Decisions reached

Records will be stored securely in a confidential file and retained until the person reaches the age of 65 years or for 10 years, whichever is longer. A copy of the records will be sent to the individual if requested.

18.12. Decision

The BJJAGB's Safeguarding Officer, in consultation with the Association Safeguarding Officer will make the decision as to whether the case should be dealt with internally as poor practice or externally as a matter for the Social Care Department/Police.

A decision will also be taken as to whether or not to suspend the individual concerned, pending the outcome of any Police/Social Care Department investigation.

18.13. Confidentiality and Information Sharing

According to Data Protection principles, records containing personal information should be:

- Adequate, relevant and proportionate for the purpose they are being held.
- Accurate and up to date

- Only kept for as long as necessary (Information Commissioner's Office 2019)
- Secure

18.14. Storage and retention of information.

Information should be kept in a separate, Child Protection file which is clearly labelled and stored securely with access on a 'need to know' basis. A log will be kept of who has accessed the records. The file will be kept until the child is 25 (Information and Records Management Society 2016). Where electronic records are held these will be password protected. Any transmission of records will be carried out with due regard to the Data Protection Act 2018.

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *'need to know basis* only. This includes the following people:

- The BJJAGB Safeguarding Officer
- The parents of the person who is alleged to have been abused *(unless There is reason to believe that they pose a risk to the child)*
- The person making the allegation
- Children's or Adults Social Care/Police
- The Association Safeguarding Officer
- The alleged abuser (and parents if the alleged abuser is a young person) *only following advice from the Social Care Department*
- The BJJAGB's sub-committee for the purposes of safely managing the activity delivery and the cleared to coach database

A clear record of the information shared, who it was shared with and the reason for sharing will be kept. When decisions are made the safety and welfare of the child will be the paramount concern.

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

18.15. Support to Deal with the Aftermath

Consideration should be given about what support may be appropriate to young people and adults at risk, parents and members of staff.

Support for young people and adults at risk could be sought through the following sources:

Childline – 0800 1111 – www.childline.org.uk

Bullying UK – www.bullying.co.uk

Use of Help Lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource. *The British Association of Counselling Directory is available from The British Association of Counselling, 1 Regent Place, Rugby, CV212PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bac.co.uk. Internet: http://www.bac.co.uk*

A factsheet detailing what actions the BJJAGB will take and sources of advice and guidance is available on the BJJAGB website www.bjjagb.com

18.16. Support for the alleged perpetrator

Consideration will be given to the support which may be appropriate for the alleged perpetrator of the abuse.

18.17. Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person by a member of staff who is still currently working with young people and adults at risk). Where such an allegation is made, the agency/organisation should follow the relevant reporting procedures. This is because other young people and adults at risk, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is not automatically excluded from working with children and adults at risk. This is reinforced by the details of the Protection of Children Act 1999 (Appendix B) and the Safeguarding Vulnerable Groups Act 2006.

18.18. Action if Bullying is suspected

See BJJAGB Policy 'Dealing with Bullying' (Appendix F).

18. 19.Procedures to Manage Cases Deemed by the Safeguarding Officer to be Poor Practice

Poor practice is defined as any behaviour which contravenes the BJJAGB's Codes of Conduct and Ethics as detailed within that policy.

Such cases will be dealt with in accordance with the BJJAGB Disciplinary Policy.

19. Student Registration

Member associations each have their own student registration forms. A sample template is included at Appendix R to give guidance on relevant data to be collected.

20. Use of Photographic/Filming Equipment

See Appendix K.

21. Using Images of Children

See Appendix L.

APPENDIX A

ESSENTIAL CONTACTS

National contacts:

NSPCC	National Centre 42 Curtain Road London EC2A 3NH	http://www.nspcc.org.uk Tel: 020 7825 2500 Free 24 hour a day helpline by email or online reporting (help@nspcc.org.uk)
Child Protection in Sport Unit	NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 366 5626 Fax: 0116 234 0464 E-mail: cpsu@nspcc.org.uk http://www.thecpsu.org.uk
ChildLine UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
Northern Ireland ChildLine	74 Duke Street Londonderry	Tel: 0800 1111
UK Coaching	Chelsea Close Off Amberley Road Armley Leeds LS12 4HP	Tel: 0113 274 4802
Disclosure and Barring Service (DBS)	DBS customer services PO Box 3961 Royal Wootton Bassett SN4 4HF	Tel: 03000 200 190 customerservices@dbs.gov.uk
British Ju Jitsu Association **GB Safeguarding Officer**	Mark & Claire FitzGerald British Ju Jitsu ASSOCIATION GB 3 Whitethorn Gardens Hornchurch Essex RM11 2AL	Tel: 01708 455375 E-mail: mc.fitzgerald@ntlworld.com

Please complete the table with local details for quick reference:

Local Safeguarding Children Board (LSCB) (will provide all local contacts re Child Protection)		Tel:
Children's Social Care (the Samaritans will hold Children's Social Care Duty Officer's contact number)		Tel: Out of hours:

Designated Officer (DO) (Local Authority)		Tel:

The Samaritans		Tel: 08457 90 90 90 ROI: 1850 60 90 90 www.samaritans.org.uk

APPENDIX B

CHILDREN ACT 1989 AND CHILDREN ACT 2004

'This Act (2004) enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.' John Hutton, Minister of State, July 2000.

The Main Provisions of the Children Act 2004

The Act makes four principal changes to the Law:

- It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created **Protection of Children Act List** and also provides a right of appeal to a new Tribunal against the inclusion on the **Protection of Children Act List** (and also inclusion on **List 99**). It also extends the scheme to health care services provided to children.

- It amends 218 of the **Education Reform Act 1988** to enable the Department for Education and Employment to identify people who are put on **List 99** because they are not fit and proper persons to work with children.

- It amends Part V of the **Police Act 1997** to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the **Protection of Children Act List** or **List 99** along with their criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children.

- It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop shop' against the **Protection of Children Act List** and the relevant part of **List 99,** and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- To enable organisations (other than childcare organisations as defined within the Act) to refer names to the **Protection of Children Act List.**

- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the **Protection of Children Act List.**

- To allow organisations to access the new **Protection of Children Act List** and **List 99**

  Without first going through the Criminal Records Bureau until such time as the 'one-stop shop' comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act (unless they meet the definition of a *child care organisation)*, they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.

APPENDIX C

BRITISH JU JITSU ASSOCIATION GB

ADVICE AND SUPPORT FOR THOSE WHO HAVE REPORTED CONCERNS OR AN INCIDENT – WHAT WILL HAPPEN NEXT?

Following the reporting of a concern or incident to an instructor, he/she will report the concerns immediately to the member association Safeguarding Officer, who will report to the BJJAGB Safeguarding Officer.

The following information relates to the progress of your case and highlights what you can expect from the BJJAGB and what support and guidance is available.

- The case will be dealt with in a fair and transparent manner at all times.
- You will be assigned a designated contact from the BJJAGB, who will remain your point of contact for the duration of the case. All questions and concerns should be with this contact initially.
- The designated contact will be neutral to the case and will not be the designated contact for the accused.
- You will be kept up to date with your case through telephone calls, letters and emails.

Sources of support and guidance

- NSPCC Helpline – 0808 800 5000
- ChildLine – 0800 1111 – www.childline.org.uk
- The Samaritans – 08457 90 90 90 / www.samaritans.org.uk
- CareLine – 0208 541 1177
- Bullying UK – www.bullying.co.uk

BRITISH JU JITSU ASSOCIATION GB

APPENDIX D

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY AND IMPLEMENTATION PROCEDURES CHECKLIST

The BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy and Implementation Procedures will only be effective if all instructors, coaches, officials, staff and volunteers in the British Ju Jitsu Association GB own and understand them. This checklist is designed for Member Associations to facilitate this process:

- Identify Designated Safeguarding Officer(s)
- Add Safeguarding Officer(s) name(s) and contact details to procedure
- Ensure Safeguarding Officer(s) attends training on safeguarding and updates that training regularly
- Ensure instructors/coaches/volunteers have a copy of safeguarding procedures
- Ensure that instructors/coaches/volunteers know what to do if they have concerns about a child
- Ensure all existing instructors/coaches/volunteers who have contact with children and adults at risk have relevant DBS/PVG Scheme Disclosures
- Ensure that new staff/volunteers who have contact with children and adults at risk have relevant DBS/PVG Scheme Disclosures before they start work
- Ensure that premises conform to health and safety guidelines
- Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organisation's safeguarding procedures

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK REGULATION

Requirement for Governing Bodies

Paragraphs 1 to 3 of the following regulations are to be included, under a safeguarding and protecting children and adults at risk heading, in each of the bye-laws and/or constitution of the BJJAGB, its Members and all other bodies involved in BJJAGB in the United Kingdom which provide the opportunity to work with children, young people and adults at risk (collectively referred to as the "Governing Bodies" and individually as the "Governing Body") to ensure the same is binding throughout the art/sport.

Paragraphs 4 to 12 are to be included in each of the Disciplinary Rules and Procedures of the Governing Bodies.

Protection of Children and Adults at Risk

1. The [***name of the Association***] agrees to adopt the BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy & Implementation Procedures.

APPENDIX D

2. All individuals involved in the BJJAGB through [***name of the Association***] at every level, including instructors, officials, coaches, administrators, students or spectators, agree to abide by the BJJAGB Code of Conduct and Ethics ("Code") and all such individuals, by participating or being involved in the BJJAGB through [***name of the Association***] in one of the aforementioned roles, or in a role which comes within the intended scope of this

BRITISH JU JITSU ASSOCIATION GB

APPENDIX E

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK REGULATION

Requirement for Governing Bodies

Paragraphs 1 to 3 of the following regulations are to be included, under a safeguarding and protecting children and adults at risk heading, in each of the bye-laws and/or constitution of the BJJAGB, its Members and all other bodies involved in BJJAGB in the United Kingdom which provide the opportunity to work with children, young people and adults at risk (collectively referred to as the "Governing Bodies" and individually as the "Governing Body") to ensure the same is binding throughout the art/sport.

Paragraphs 4 to 12 are to be included in each of the Disciplinary Rules and Procedures of the Governing Bodies.

Protection of Children and Adults at Risk

1. The [***name of the Association***] agrees to adopt the BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy & Implementation Procedures.
2. All individuals involved in the BJJAGB through [***name of the Association***] at every level, including instructors, officials, coaches, administrators, students or spectators, agree to abide by the BJJAGB Code of Conduct and Ethics ("Code") and all such individuals, by participating or being involved in the BJJAGB through [***name of the Association***] in one of the aforementioned roles, or in a role which comes within the intended scope of this paragraph and the BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy generally, are deemed to have assented to, and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Each and every constituent member of [***name of the Association***] including, without limitation, all clubs shall be responsible for the implementation of the BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy & Implementation Procedures in relation to their individual members.
4. Any act, statement, conduct or other matter which harms a child, children or adult at risk(s), or poses or may pose a risk of harm to a child, children or adult at risk(s), shall constitute behaviour which is improper and brings the art/sport into disrepute.
5. In these Regulations the expression "offence" shall mean any one or more of the offences contained in Schedule 1 to the Children Act 1989 and Protecting Vulnerable Groups Act 2006 and any other criminal offence which reasonably causes the Governing Body to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
6. Upon receipt by [***name of the Association***] of:
    a. Notification that an individual has been charged with an offence, or
    b. Notification that an individual is the subject of an investigation by the Police, Children's Social Care or any other authority relating to an offence, or
    c. Any other information which causes the body reasonably to believe that a person poses or may pose a risk of harm to a child or children, then the Governing Body shall have the power to order that the individual be suspended from all or any specific BJJAGB activity for such period and on such terms and conditions as it things fit.
7. In reaching its' determination as to whether an order under Regulation 6 should be made,

the Governing Body shall give consideration, inter alia, to the following factors:

a. Whether a child/children/adult at risk(s) is/are or may be at risk of harm

b. Whether the matters are of a serious nature

c. Whether an order is necessary or desirable to allow the conduct of any investigation by the Governing Body or any other authority or body to proceed unimpeded.

8. The period of an order referred to in Regulation 6 above shall not be capable of lasting beyond the date upon which any charge under the Rules of the Governing Body or any offence is decided or brought to an end.

9. Where an order is imposed on an individual under Regulation 6 above, the Governing Body shall bring and conclude any proceedings under the Rules of the Governing Body against the person relating to the matters as soon as reasonably practicable.

10. Where a person is convicted, or is made the subject of a caution in respect of an offence that shall constitute a breach of the Rules of the Governing Body and it shall have the power to order the suspension of the person from all or any specific BJJAGB activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

11. For the purpose of these Regulations, the Governing Body shall act through the BJJAGB Safeguarding Disciplinary Panels.

12. Notification in writing or an order referred to above shall be given to the person concerned and/or any club with which s/he is associated as soon as reasonably practicable.

Requirement for Constituent Members in the United Kingdom

All constituent members of the Governing Bodies including, without limitation, each and every Association and club ("Constituent Members") must include the following wording under a Safeguarding heading within their rules:

> ***"The [name of the Association] agrees to adopt the British Ju Jitsu Association GB Safeguarding - Protecting Children and Adults at Risk Policy & Implementation Procedures. All individual members are deemed to have read, understood and assented to the British Ju Jitsu Association GB Code of Conduct and Ethics ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code."***

All Constituent Members shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of instructors/coaches, officials and other individuals on a full-time, part-time or volunteer basis:

> ***"I, [name], have read and understood the British Ju Jitsu Association GB Code of Conduct and Ethics ("Code") and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code."***

This Safeguarding - Protecting Children and Adults at Risk Policy Implementation Plan will

BRITISH JU JITSU ASSOCIATION GB

APPENDIX E

DEALING WITH BULLYING

The BJJAGB, under the terms of its' Safeguarding - Protecting Children and Adults at Risk Policy, accepts the moral and legal responsibility to implement procedures to provide a duty of care for young people and adults at risk, safeguard their well-being and protect them from abuse. This policy statement with regard to dealing with Bullying describes the BJJAGB's commitment to respect and promote the rights, wishes and feelings of young people and adults at risk.

Action to help the victim and prevent bullying in Ju Jitsu:

- Take all signs of bullying very seriously
- Encourage all young people and adults at risk to speak and share their concerns. (1) Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully/s separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the relevant Association Safeguarding Officer or the school/ college (wherever the bullying is occurring)

Action towards the bully:

- Talk with the bully/s, explain the situation, and try to get the bully/s to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform parents/carers of the bully/s (unless they are adult)
- Insist on the return of borrowed items and that the bully/s compensate the victim
- Provide support for the coach of the victim
- Impose sanctions as necessary
- Encourage and support the bully/s to change behaviour
- Hold meetings with the families/parties to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken

Where bullying persists despite attempts to deal with it, or is severe in nature (regardless of whether it is repeated) concerns should be reported to the Association Safeguarding Officer in line with the procedures identified in the above section.

(1) *It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.*

BRITISH JU JITSU ASSOCIATION GB

APPENDIX G

RECRUITMENT OF EX-OFFENDERS

It is a requirement of the DBS/PVG Scheme Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

- As an organisation using the Disclosure and Barring Service (DBS)/Protecting Vulnerable Groups (PVG) Scheme Disclosure services to assess applicants' suitability for positions of trust, the British Ju Jitsu Association GB (BJJAGB) complies fully with the DBS/PVG Scheme Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

- The BJJAGB is committed to the fair treatment of its' staff, instructors, potential instructors or users of it's services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

- This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all instructors for acceptance based on their skills, qualifications and experience.

- A Disclosure at an appropriate level is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For the position of an Instructor, an Enhanced Disclosure is required. All application forms and information briefs will contain a statement that a Disclosure will be requested in the event of the individual being accepted as a Registered Instructor.

- A Disclosure is required as part of the acceptance process. We encourage all instructors to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person within the BJJAGB and we guarantee that this information will only be seen by those who need to see it as part of the acceptance process.

- Unless the nature of the position allows the BJJAGB to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

- We ensure that all those in the BJJAGB who are involved in the acceptance process have been suitably informed to identify and assess the relevance and circumstances of offences. We ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the DBS/PVG Scheme, the Rehabilitation of Offenders Act 1974, etc.

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to refusal of recognition by the BJJAGB.

- We make every subject of a DBS/PVG Scheme Disclosure aware of the existence of the DBS/PVG Scheme Code of Practice and make a copy available upon request.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before refusing a conditional offer of acceptance to be a Registered Instructor.

Having a criminal record will not necessarily bar you from becoming a Registered Instructor with the BJJAGB. This will depend on the nature of the position and the circumstances and background of your offence.

BJJAGB designated person is:

Mark & Claire FitzGerald
3 Whitethorn Gardens
Hornchurch Essex
RM11 2AL
Tel: 01708 455375

APPENDIX H

RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

The following pre-recruitment checks should always be carried out:

ADVERTISING

If any form of advertising is used to recruit staff, whether paid or voluntary, it should reflect the:

- Aims of the organisation and their related clubs and where appropriate, the particular programme involved
- Responsibilities of the role
- Level of experience or qualifications required (e.g. experience of working with children and adults at risk is an advantage)
-

- The employing organisation's and the BJJAGB's open and positive stance on safeguarding and protecting children and adult at risks

PRE-APPLICATION INFORMATION

Pre-application information sent to interested or potential applicants should contain:

- A job description, including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- An application form
- A Self Disclosure form

APPLICATIONS

All applicants, whether for paid or voluntary, full-time or part-time, should complete an application form. A minimum of two written references should be taken up and at least one should be associated with former work with children and young people and adults at risk. If an applicant has no experience of working with children, initial training is strongly recommended. Written references should always be followed up and confirmed by telephone.

INTERVIEW, DISCLOSURE AND INDUCTION

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations as outlined within the employer's Policy.

All those with significant or sole access to or supervisory responsibility for young people and adults at risk will be required to complete a DBS/PVG Scheme check at the relevant level. All those with occasional access to children, young people and adults at risk, i.e. all club/event volunteers, officials and employees who have not been required to complete a DBS/PVG Scheme check will be required as a minimum to complete a self-disclosure form, and arrangements made to ensure they do not have direct access to children and adults at risk unless accompanied by a DBS/PVG Scheme checked person. The DBS/ PVG Scheme check and the self-disclosure form must be completed at least once every two years.

The successful applicant will only be allowed to take up his/her duties once their DBS/PVG Scheme check or Self Disclosure form has been cleared by the BJJAGB Safeguarding Officer or relevant Event Manager.

All staff, paid or voluntary, should undergo an induction in which:

- Their qualifications as a coach/official are substantiated
- They complete a profile to identify training needs/aspirations

- They are reminded that they have agreed to abide by the BJJAGB Code of Conduct and Ethics and that they may face disciplinary action if there is an allegation that the Code has been broken
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- Safeguarding – Protecting Children and Adults at Risk Policy and implementation procedures are explained and training needs established
- If practicable, the new recruit should be mentored by an experienced person

The applicant will be required to sign and agree via a contract, to abide by the BJJAGB Policies and Codes of Conduct and Ethics. Each applicant will be provided with a copy of the relevant Policies and Codes.

TRAINING

Checks are only part of the process to protect children and adults at risk from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. All instructors/coaches employed by the BJJAGB are required to complete the BJJAGB Basic Safeguarding Awareness Course) workshop within the first 6 months of employment/involvement.

MONITORING AND APPRAISAL

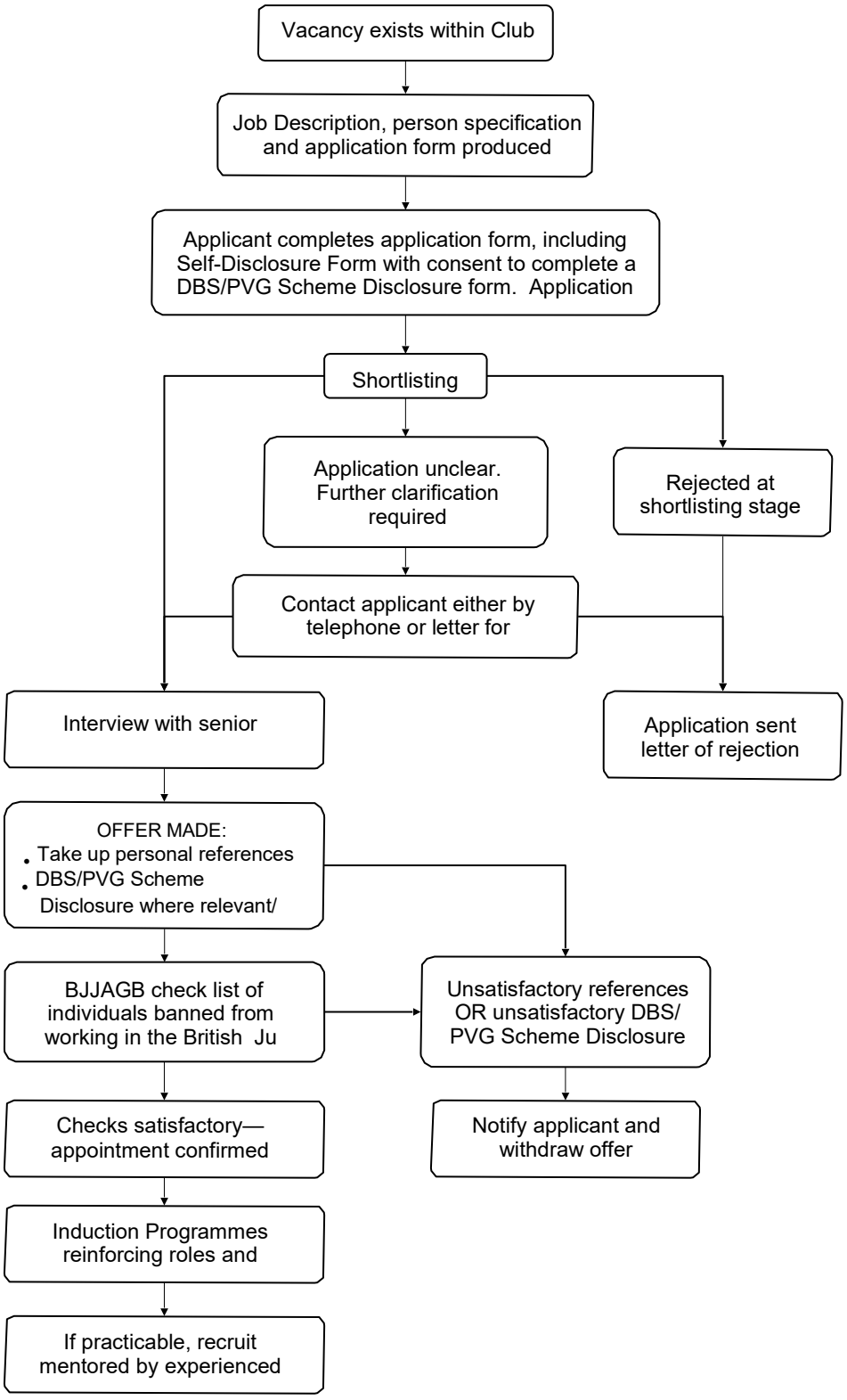
At regular intervals (or following a particular programme), all instructors, assistant instructors, coaches or volunteers should be given the opportunity to receive feedback (eg through an appraisal), to identify training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. The association or club employing the staff should also offer appropriate support, through liaison with the BJJAGB Safeguarding Officer, to those who report concerns/complaints.

COMPLAINTS AND DISCIPLINARY PROCEDURES

BJJAGB Member Associations should ensure that parents/carers, young people and adults at risk are provided with a printed version of the organisation's complaints and disciplinary procedures. The BJJAGB will notify parents/carers, young people and adults at risk that copies of the procedures can found on the BJJAGB website or requested in a printed version. Where concerns arise about an instructor's suitability to work with children and adults at risk a referral will be made to the DBS.

See next page for flowchart

RECRUITMENT AND SELECTION OF EMPLOYEES AND VOLUNTEERS



BRITISH JU JITSU ASSOCIATION GB

TRANSPORTATION OF CHILDREN TO AND FROM CLUB TRAINING

APPENDIX I

Attention to the following factors will help to promote safety:

A BJJAGB Member Association should develop and publicise policies regarding the collection of young people and adults at risk to and from training. These policies should reflect the age, location, time and nature of the training activity.

An Association should provide a timetable of classes and notify parents of any changes to this timetable in writing.

Consent should be sought if Association instructors/officials are required to transport young people and adults at risk in their cars. If this situation should arise, they should be supervised at all times and should not be taken along with the driver as a sole adult.

Late collection

These can present clubs/coaches with difficult situations and the Association should develop guidelines for dealing with this and issue these to parents/carers. Guidelines should include the Association policy for dealing with late collections and a contact number for parents during training sessions that can be used to inform the instructor/official of late collection. Parents should also be asked to provide an alternative contact name/number.

Parents should be informed it is not the responsibility of the Association to transport young people and adults at risk in the event of them being detained.

All staff/volunteers in an Association should be informed that they should:

1. Attempt to contact the parent in the event of late collection
2. Check the club contact number for any information regarding the young person
3. Contact the alternative contact name/number
4. Wait with the young person at the training facility with, wherever possible, other staff, volunteers or parents
5. Remind parents of the policy relating to late collection
6. If unable to make contact with any of the contact numbers within 30 minutes, contact police or Children's Services for advice.

Staff/volunteers should not:

- Take the child home or to any other location
- Ask the child to wait in a vehicle or training facility with you alone
- Send the child home with another person without parental permission

APPENDIX J

BRITISH JU JITSU ASSOCIATION GB TRANSPORTATION OF CHILDREN TO TRIPS/TOURNAMENTS

Attention to the following factors will help to promote safety:

- Written permission of parents/guardians should be obtained for all overnight away trips. Parents/guardians should inform the Team Manager/instructor at the outset of any medical condition or special needs of their child.

- All adults who travel on away trips with children should be carefully chosen and vetted.

- All adults who take children on away trips must comply with the Good Practice Guidelines (**5.2**)

- All adults who take children away on trips with an over-night stay must have an enhanced DBS plus barred list check from DBS.

- Adults/Sports Leaders accompanying or participating in an away trip should make known any medical condition/special needs to the BJJAGB/member association in advance.

- The roles and responsibilities of adults participating in away trips should be clearly defined.

- The BJJAGB/Member Association should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's wellbeing, behaviour and sleeping arrangements. S/he should be appointed as an official of the British Ju Jitsu ASSOCIATION GB/Member Association for the duration of the trip.

- In the event of a safeguarding concern, BJJAGB's policies and procedures should be followed. Account should be taken of the host country/organisations safeguarding procedures.

- On away trips, coaches should be accountable to the Team Manager in all non-performance related matters.

- Where there are mixed teams there should be at least one female in the management/ coaching structure.

- The Team Manager should submit a report to the BJJAGB/Association as soon as possible after the end of the trip.

- Adults should not share a room with children.

- Sports Leaders should not travel alone in their cars with children.

- Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practical more than one child should be placed with each host family. Host families will be required to have enhanced DBS plus barred list checks.

- If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible.

TRAVEL CHECKLISTS

For day trips or overnight stays

- Purpose of the trip
  - ➢ Competition, training, social, combination
- Planning
  - ➢ When
  - ➢ Where
  - ➢ Who
  - ➢ Risk assessment of the activity
- Communication with parents
  - ➢ Pick up times
  - ➢ Destination and venue(s)
  - ➢ Competition details
  - ➢ Kit and equipment list
  - ➢ Emergency procedures, home contact
  - ➢ Consent form
  - ➢ Code of Conduct and Ethics
- Accommodation
  - ➢ What type
  - ➢ Catering special diets, allergies
  - ➢ Suitability for group, accessibility
  - ➢ Room lists
- Transport
  - ➢ Journey times and stopping points
  - ➢ Supervision
  - ➢ Suitability, accessibility
  - ➢ Drivers checked
  - ➢ Insurance
  - ➢ Seat belts
- Supervision and staffing
  - ➢ Ratio of staff to students (minimum of 1:10 for students aged 11 years or over)
  - ➢ It is never appropriate to have one responsible adult on their own – there should be a minimum of two adults in charge irrespective of the number of children

- ➢ Male/female (if mixed set group then one male and one female member of staff) Specialist carers
- ➢ Responsibilities

- Emergency procedures
  - ➢ First aid
  - ➢ Specific medical details, allergies
  - ➢ Reporting procedures
  - ➢ Home contact details
- Insurance
  - ➢ Liability
  - ➢ Accident
- Costs
  - ➢ For travel
  - ➢ Payment schedule – deposit, staged payment
  - ➢ Extra meals and refreshments
  - ➢ Spending money
  - ➢ Security
- Arrival
  - ➢ Check rooms, meal times, phones
  - ➢ Valuables
  - ➢ Check sporting venue
  - ➢ Collect in money, valuable
  - ➢ Information on medications
  - ➢ Arrange group meetings
  - ➢ Confirm procedures with staff (care and child protection procedures) ➢ Rules, curfews

Checklist for travelling abroad or hosting international competitors

All of the above, plus:

- Hosting or being hosted
  - ➢ Hosts vetted
  - ➢ Hosts aware of special requirements
  - ➢ Transport arrangements
  - ➢ Telephone contact
  - ➢ Local map and information
- Emergency procedures

- ➢ European Health Insurance Card (EHIC) (European Economic Area visits)

- Insurance
  - ➢ Travel
  - ➢ Medical

- Documentation
  - ➢ Travel tickets
  - ➢ Passports, visas
  - ➢ Check non-EEA nationals

- Preparing competitors
  - ➢ Local culture, language
  - ➢ Food and drink
  - ➢ Currency
  - ➢ Telephones
  - ➢ Maps of area

APPENDIX K

BRITISH JU JITSU ASSOCIATION GB
Photography and Filming Policy Statement

The purpose and scope of this policy statement

[Name of group/organisation] works with children and families as part of its activities. These include coaching sessions, competitions, seminars and demonstrations.

The purpose of this policy statement is to:

- Protect children and young people who take part in British Ju Jitsu Association Services, events and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with the British Ju Jitsu ASSOCIATION GB.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/Wales [select the relevant nation]. Summaries of key legislation and guidance is available on:

- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- The welfare of the children and young people taking part in our activities is paramount
- Children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

More information about this is available from learning.nspcc.org.uk/researchresources/briefings/ photography-sharing-images-guidance

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image

- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by: ○ Only using images of children in appropriate clothing (including safety wear if necessary) ○ Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Reminding parents/carers and children that they need to give consent for the British Ju Jitsu Association GB to take and use images of children
- Asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for [name of group/organisation]'s use

We recognise that our group leaders may use photography and filming as an aid in activities such as coaching. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by [name of group/organisation]) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

[Name of group/organisation] will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If [name of group/organisation] is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 1 year or until the person is no longer a member.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found on the Information commissioner's office website at ico.org.uk]

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

[More information about what these policies and procedures should include is available from learning.nspcc.org.uk/safeguarding-child-protection]

Contact details

Photography and images co-ordinator Name: Mark & Claire Fitzgerald
Phone: 01708 455375 Email: mc.fitzgerald@ntlworld.com

Senior lead for safeguarding and child protection Name: Mr Mark & Claire FitzGerald
Phone: 01708 455375 Email: mc.fitzgerald@ntlworld.com

NSPCC Helpline
0808 800 5000

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

This policy was last reviewed on: ……(date)

Signed: ……
[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].
Date: ……

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0116 234 7246 | Email: learning@nspcc.org.uk | Twitter: @NSPCCpro

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APPENDIX L

BRITISH JU JITSU ASSOCIATION GB

USING IMAGES OF CHILDREN – PERMISSION FORM

Name of Club:	
Name of Association:	
Name of child:	
Name of Parent/Guardian of child:	
Relationship to child:	
Address:	
Telephone No:	

Occasionally, we may take photographs of the children taking part in activities at our organisation. We may use these images in our club/association brochure or in other printed publications that we produce, as well as on our website or on project display boards at our club/association.

From time to time, our club/association may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Children will often appear in these images, which may then appear in local or national newspapers, or on televised news programmes.

This form gives the above organisation the right to use the whole or part of your child's contribution in all media. These images may appear in our printed publications, on video, on our website, or on all three. We very much hope to use your child's contribution, but we cannot guarantee to do so.

- You assign to the above named organisation the copyright and all other rights in your child's contribution for use in all media now known or which may be developed in future.
- In the light of the need of television production for flexibility, you agree that the above named organisation may edit or adapt your child's contribution and you agree not to exercise any "moral rights" you may have against the above named organisation in respect of any use of your child's contribution pursuant to this Agreement or against any third parties who may have been authorised by the above named organisation.
- The above named organisation will not be liable for any loss or damage to your child, or your child's property, unless caused by the above named organisation's negligence.
- You confirm that you consent to images of your child being used in conjunction with publicity by the above named club and association.
- You confirm that your child is not under a court order.

I/We agree these terms and have read and understood the conditions of use on the rest of this form.

Signature: _____ Date: _____

Name (block caps): _____

Conditions of use

1. This form is valid for the duration of your child's participation in Ju Jitsu only. The consent will automatically expire after this time.
2. We will not re-use any images after your child's Ju Jitsu membership is terminated.
3. We will normally only identify a child by reference to the child's first name (i.e. not his or her full name).
4. We will not use personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our organisation brochure or in any of our other printed publications without good reason. For the avoidance of doubt, "good reason" includes using the full name of a child in a newsletter to organisation members if the child has won an award.
5. We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our organisation brochure or in other printed publications.
6. We may use group photographs or footage with very general labels, such as "a first training session".
7. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

APPENDIX M

BRITISH JU JITSU ASSOCIATION GB

Incident Referral Report Form

Your Name:				
Your Position:				
Name of child or adult at risk:				
Address of child or adult at risk:				
Parents/carers names and address:				
Date of birth (Children):	Gender?	Ethnicity?	Disability?	
Date and time of any incident:				
Your observations:				

Exactly what the child or adult at risk say and what you said (Remember, do not lead the child or adult at risk – record actual details. Continue on separate sheet if necessary)

Action taken so far:	
Information on alleged abuser:	
External agencies contacted (date & time)	
Police 999 Yes No	If yes – which: Name & contact number: Crime Number: Details of advice received:

Children's dept. Yes No	If yes – which: Name & contact number: Reference number: Details of advice received:
NGB Yes No	If yes – which: Name and Contact number: Details of advice received:

Local Authority/ Forum Yes No	If yes – which: Name & contact number: Details of advice received:
Other (NSPCC) 0808 800 5000 Yes No	If yes - which: Name & contact number: Details of advice received:

BRITISH JU JITSU ASSOCIATION GB

APPENDIX N

INFORMATION FOR CHILDREN, YOUNG PEOPLE, ADULTS AT RISK, PARENTS AND CARERS - SAFEGUARDING

British Ju Jitsu Association GB Ltd (hereinafter BJJAGB) is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with young people and adults at risk. Adopting best practice will help to safeguard these participants from potential abuse as well as protecting instructors, coaches and other adults in positions of responsibility from potential false allegations of abuse. The BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy will allow young people and adult at risks to excel in a safe environment and transmit a reassuring signal to parents and carers.

The BJJAGB Safeguarding - Protecting Children and Adults at Risk Policy is binding for the martial art as a whole and provides guidelines to everyone in the BJJAGB, whether working in a professional or voluntary capacity. If you have any concerns regarding safeguarding or abuse issues, you may contact any of the following officers **in confidence** for help and advice:

Club Instructor	Address: Tel No: E-mail:
Association Safeguarding Officer	Address: Tel No: E-mail:
BJJAGB Safeguarding Officer	Mark & Claire FitzGerald 3 Whitethorn Gardens Hornchurch Essex RM11 2AL Tel No: 01708 455375 E-mail cpo@bjjagb.com
Local Safeguarding Children Board (will provide all local contacts re Child Protection)	
Children's/Adult Social Care (the Samaritans will hold Social Care Duty Officers' contact number)	
The Samaritans	Tel: 08457 90 90 90 ROI: 1850 60 90 90

Local Police Child Protection Team	Emergency: 999

APPENDIX O

REFERENCE REQUEST TEMPLATE

Dear Sir or Madam:

The following applicant, ……., has been offered the position of ..... subject to receipt of satisfactory references and DBS/PVG Scheme checks (if relevant), and has given your name as a referee.

The post involves substantial access to children and adults at risk. As an organisation committed to the welfare and protection of children and adults at risk, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people. Yes ☐ No ☐

If you have answered 'yes', we will contact you in confidence.

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential. We would appreciate you being candid in your evaluation of this person.

1. How long have you known the above named person? .....

2. In what capacity? .....

3. What attributes does this person have that would make them suitable for the role?

……
……
……

4. How would you describe their personality?

……
……
……

5. Have they been subject to disciplinary procedures and or sanctions due to concerns over their behaviour towards children?

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

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Can Motivate others					
Energy					
Trustworthy					
Reliable					

Thank you for your time, please return this form to:

The BJJAGB Safeguarding Officer, 3 Whitethorn Gardens Hornchurch Essex RM11 2AL Tel: 01708 455375

Yours sincerely

BRITISH JU JITSU ASSOCIATION GB

APPENDIX P

SELF DISCLOSURE FORM Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

PART 1

For completion by the organisation:		
Name:		
Address and Postcode:		
Telephone/Mobile No:		
Date of Birth:		
Gender:	Male / Female	
Identification *(tick box below):*		
	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
Either		
UK Passport Number and Issuing Office		
UK Driving Licence Number (*with picture*)		
Plus		
National Insurance Card or current Work Permit Number		
Signature of authorised Employing Officer:		

Print name:	
Date:	

Part 2

NOTE: If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

For completion by the individual (named in Part one):	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO *(if Yes, please provide further information below)*:
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO *(if Yes, please provide further information)*

Confirmation of Declaration *(tick box below)*	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

	I agree to abide by the BJJAGB Safeguarding – Protecting Children and Adults at Risk Policy.
Signature:	
Print name:	
Date:	

APPENDIX Q

BRITISH JU JITSU ASSOCIATION GB

MEDICAL TREATMENT PERMISSION FORM

Surname:		First Name:	Known as
Address:			
Date of Birth:		Age:	
Parent/Guardian (1):	Name	Relationship	Contact No
Parent/Guardian (2):	Name	Relationship	Contact No
Child's Doctor:	Name	Address	Contact No
Child's Medical Conditions/Allergies:			
Other Information:	Please give details of any relevant disability, main language or special dietary requirements		
Authorised collection by anyone other than Parent/Guardian above (if relevant):	Name	Address	Contact No

- I give permission for the instructor/coach staff at the event to seek any necessary emergency medical advice or treatment for my child.
- I have read the Fair Play Policy and event details and discussed them with my child.
- I understand that my child will attend the event from .....am/pm on ..... and be collected by .....am/pm on .....

Signed: …… Date: ……..

APPENDIX R

BRITISH Ju Jitsu ASSOCIATION GB

STUDENT REGISTRATION FORM

Name:				**Gender:** Male / Female
Address: **Postcode:**				
Telephone Numbers:	*Home*		*Mobile*:	

Date of birth:

Day *Month* *Year* *Age* *School Year*

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with "a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities".

Do you consider yourself to have a disability?						Yes	No	
If yes, what is the nature of your disability?								
VI	Visual impairment		**HI**	Hearing impairment		**PD**	Physical disability	
LD	Learning disability		**MD**	Multiple disability		**O**	Other (please specify)	

EMERGENCY CONTACT DETAILS

In case of an emergency during the activity, please could you write down a contact name and telephone number in addition to your own.

Full Name:				
Telephone No:	*Home:*		*Mobile*:	
Relationship to participant:				

SPORTS EQUITY MONITORING

The BJJAGB is committed to promoting and developing sports equity in line with our Equity Policy and our Fair Play Policy. By monitoring the profile of young people we can continue to develop programmes to include all young people in all of our activities.

What is your ethnic group? Please **TICK** the most appropriate from the section below:-		
W White	• W1 British	• W2 Irish
W3 Any other white background (please specify) _____		
D Dual	• D1 White and Black Caribbean	
• D2 White and Black African	• D3 White and Asian	

• D4 Any other mixed background (please specify) _____	
A Asian or British Asian	• A1 Indian
• A2 Pakistani	• A3 Bangladeshi
• A4 Any other Asian background (please specify) _____	
B Black or Black British	
• B1 Caribbean	• B2 African
• B3 Any other Black background (please specify) _____	
C Chinese or other ethnic group	• C1 Chinese
• C2 Any other (please specify) _____	

MEDICAL INFORMATION

Please tick if you suffer from any of the following:	Asthma		Diabetes		Epilepsy	
Are there any other medical details you feel we should know about?						
❑ Please tick if you give consent for emergency medical treatment to be administered						

CONSENT FROM PARENTS

My child is in good health and I consider him/her capable of taking part in the Active Sports Activity. I also understand that while coaches and Active Sports personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered to my child.

☐ I am aware that photographs will be taken during the Ju Jitsu training/events for promotional purposes, and give consent for my child to feature in such photos. (Please tick)

Parent/Guardian Name:	(please print)
(must be person with legal parental responsibility)	
Signature of Parent/Guardian:	
Date:	

Information disclosed is protected under the GDPR

Appendix S

BRITISH JU JITSU ASSOCIATION GB

Code of Conduct

The BJJAGB qualifies instructors to teach Ju Jitsu. Instructors may sometimes be referred to as coaches.

Instructors have a great influence on developing students who are reliant upon them for the basic instruction and guidance necessary to reach top levels. Instructors can have tremendous power over these students and this power must not be abused. Therefore, it is necessary to have a Code of Ethics and Conduct to guide the Instructors and protect the students for the mutual benefit of all concerned.

The Instructor must follow ethical standards of teaching and training. Therefore, when an individual chooses to practice Ju Jitsu it is necessary to establish the principles of ethics between the Instructor and the practitioner.

Below is a set of principles to guide the actions of a Ju Jitsu Instructor.

- Must treat everyone fairly and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation
- Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times
- Do not manipulate the rules in order to benefit yourself personally or your club
- Encourage all students and coaches to abide by the rules and spirit of the activity
- Do not use foul, sexist or racist language
- Use your official position to take action against others who harass abuse or use foul, sexist or racist language towards participants, instructors, coaches, officials and volunteers
- Ensure that proper supervision is provided by suitably qualified coaches and officials who are capable of promoting good sporting behaviour and good technical skills

- Ensure all equipment and facilities meet safety standards
- Respect the rights of other clubs
- Show respect regardless of age to all students, coaches, officials and other volunteers involved in the activity/competition
- Not endeavour to influence the result of an activity/competition by any actions that are not strictly within the rules
- Remember activity is enjoyed for its own sake - play down the importance of awards
- Always have regard to the best interests of the sport, including where publicly expressing an opinion of the sport and any particular aspect of it, including others involved in it
- Resist all illegal or unsporting influences, including banned substances and techniques
- Promote ethical principles

Appendix T

MANAGING CHALLENGING BEHAVIOUR GUIDELINES

Whilst this document covers the majority of circumstances that you may be confronted with, we recommend for your perusal other documents which address this subject which are available from the NSPCC Child Protection in Sport Unit [CPSU]

The BJJAGB want all children and young people to enjoy our sport in a safe and healthy environment shared with like minded other young people and adults. The BJJAGB has over 20,000 children and young people participating in Ju Jitsu activity. It is inevitable that you will be confronted with challenging behaviour from time to time.

Instructors, Coaches, Club Officials and volunteers who deliver Ju Jitsu activities to children may, on occasions, will be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must *never* be used by Instructors, Coaches, Club Officials and volunteers. The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities including children, instructors, coaches / volunteers and parents/carers should be provided with clear guidelines about required standards of conduct, and the BJJAGB and club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and instructors may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child prior to the child starting training, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Ju Jitsu can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

Planning Activities

Good instructing practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual within that group. As part of session planning, instructors should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where Instructors, Coaches, Club Officials and volunteers, identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate children and young people themselves. The instructor/club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Instructors, Coaches, Club Officials and volunteers and parents carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done when the child / young person enrols at the club.

Issues of behaviour and control should regularly be discussed with Instructors, Coaches, Club Officials and volunteers, parents/carers and children in the context of rights and responsibilities. When children are specifically asked, as a group,

to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, Instructors, Coaches, Club Officials and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child / young person.
- Increased supervision by Instructors, Coaches, Club Officials and volunteers • Use of individual 'contracts' or agreements for their future or continued participation
- Sanctions or consequences e.g. missing an event.
- Seeking additional / specialist support through working in partnership with other agencies to ensure a child's / young person's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Instructors, Coaches, Club Officials and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his / her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child or young person injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of Instructors, Coaches, Club Officials and volunteers should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child / young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- ***Contact should be avoided with buttocks, genitals and breasts. Instructors, Coaches, Club Officials and volunteers should never behave in a way which could be interpreted as sexual.***
- ***Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.***
- ***Instructors, Coaches, Club Officials and volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.***
- ***The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm / damage they might cause.***
- ***All forms of physical intervention should employ only a reasonable amount of force - i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.***
- ***Instructors, Coaches, Club Officials and volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/ volunteers.***
- ***Instructors, Coaches, Club Officials and volunteers shall never use physical intervention as a form of punishment.***
- Physical intervention should NOT involve inflicting pain
- In amateur sparring or other like activities must never be used to control or punish a child or young person who is displaying challenging behaviour
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker / volunteer or accessing staff / volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the Instructors, Coaches, Club Officials and volunteers involved using the BJJAGB Incident Report Form and passed to the Club Welfare Officer as soon as possible.