



# POLICY ON SAFEGUARDING CHILDREN AND YOUNG PEOPLE

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## INTRODUCTION

The Aikido Alliance fully recognises the need to make optimal provision for the safeguarding and wellbeing of children and young people who participate in aikido, and acknowledges its moral and legal responsibility to ensure that:

The welfare of the child is paramount

All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

All staff and officers (paid or unpaid) working within our organisation have a responsibility to report concerns to the appropriate designated person or statutory agency

This policy recognises that Children's Act 1989 defines a child as a person under the age of 18.

The Aikido Alliance is committed to working in partnership with all agencies to ensure best practice is adopted. Adopting best practice will help to safeguard all participants including coaches and other volunteers

This document is binding and signposts to processes and procedures for everyone within the Aikido Alliance and its member organisations, whether working in a voluntary or professional capacity.

The following (separate) documents also form part of this policy:

[What to do if a child goes missing](#)

[Responding to Concerns](#)

[Coaching and supervising children in aikido](#)

[Recruitment DBS Guidance](#)

[Categories of abuse](#)

[Anti-Bullying](#)

[E-safety policy](#)

[Video-and-photography](#)

These documents offer guidance on implementation and are available on the Aikido Alliance website and as appendices to this document.

## POLICY STATEMENT

Aikido develops physical skills, self-esteem, and the ability to be a team player as well as the opportunity to achieve individual success. These opportunities can only be safeguarded if provided by people who place the welfare of all children first and adopt practices that support, protect and empower children in clubs that have a culture of openness and equality.

Everyone who participates in aikido is entitled to do so in an enjoyable and safe environment. The Aikido Alliance has a moral and legal obligation to ensure that we provide children and young people with the highest possible standard of care.

To support this obligation, the Alliance is committed to implementing policies so that everyone involved in aikido accepts their responsibilities to safeguard children and young people from harm and abuse. This

means following procedures to protect them and reporting any concerns about their welfare to appropriate authorities.

The Alliance believes that safeguarding is everyone's responsibility. It should not be viewed as a standalone process to be done in isolation from the other activities in member organisations and clubs. Safeguarding will sit at the heart of everything we do. The aim of this policy and the guidance which supports it, is to promote good practice, help Alliance Associations and their Clubs and volunteers to understand the issues involved, and implement the safeguarding measures necessary to provide children and young people with appropriate safety and protection whilst involved in the practice of aikido.

Furthermore, the Alliance believes that all children and young people (under the age of 18) involved in aikido have the right to stay safe and have fun regardless of their age, gender, race, religion or belief, sexual orientation, ability or disability. The Alliance also recognises that some children are more vulnerable than others (e.g. deaf and disabled young people) and expects Clubs to respond accordingly – implementing additional safeguarding measures where appropriate.

The Alliance is committed to ensuring that:

- the welfare of the child (anyone under the age of 18) is paramount
- all reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately
- all those within Alliance organisations (be they employees or volunteers) who work with children are recruited with regard to their suitability for the role and are provided with guidance and/or training in good practice and Child Safeguarding and Protection procedures
- all those within Alliance organisations (be they employees or volunteers) work in partnership with parents and children when creating our safeguarding culture
- all clubs with Junior members have an appointed Welfare Officer [WO] to ensure that appropriate safeguarding procedures are followed
- training and support is provided for WOs and coaches so they are aware of, and understand, best practice and how to manage any safeguarding issues
- all those in a position of responsibility throughout the organisation recognise it is not their responsibility to determine if abuse has occurred, but it is their responsibility to report and act on any concerns they have The Alliance will:
  - Appoint a Lead Safeguarding Officer
  - Convene a Disciplinary Panel when necessary
  - Ensure all cases and/or allegations of poor practice and/or abuse are investigated by the Alliance Case Management Group and where appropriate, referred to other agencies
  - Provide support, access to training and guidance for Instructors, Welfare Officers and other volunteers
  - Provide support, guidance and training on safeguarding through the Alliance Coaching Programme
  - Deal with all allegations and make decisions within agreed timescales, according to our Case Management procedures
  - Monitor and evaluate the implementation of this Policy

## POLICY AIMS

The aim of this Safeguarding Policy is to promote good practice through:

- Providing children and young persons with appropriate safety and protection whilst in the care of member Associations, clubs, instructors, volunteers and others affiliated to the Aikido Alliance
- Ensuring that incidents of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Supporting staff /volunteers to make informed and confident responses to specific child protection issues.

The policy recognises and builds on the legal and statutory definition of a child. The Aikido Alliance recognises that persons above the age of 18 are also vulnerable to undue influence by adults in positions of responsibility and trust.

To help the Aikido Alliance implement best practice in all areas of safeguarding, each of our member Associations will appoint a suitably experienced and/or qualified individual to act as their Association Safeguarding Officer.

Confidentiality will be upheld in line with the Data Protection Act 1984, the Human Rights Act 2000 and the Aikido Alliance's guidance on Whistleblowing

See Supplementary Policy Guidance Document: ["Responding to Concerns"](#)

## PROMOTING GOOD PRACTICE

Child 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 a judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and club environment. It is a fact of life that some individuals will actively see employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and can be an important link in identifying cases where a young person needs protection.

All cases of poor practice and suspected abuse should be reported to following the guidelines in this document.

See Supplementary Policy Guidance Document: ["Responding to Concerns"](#)

## GOOD PRACTICE GUIDELINES

All those involved in Martial Arts should be encouraged to demonstrate exemplary behaviour in order to safeguard children and young people and protect themselves from false allegations.

Please see the detailed guidance document “Coaching and Supervising Children in Aikido” which covers the following:

- Coaching and relationships of trust
- Coaching Good Practice
- The application of aikido techniques when teaching children
- Coaching ratios
- Vulnerable children
- Guidance: children and adults on the mat together
- Dress code.
- Health and Safety
- Collection of children
- Toilet breaks
- Changing rooms
- Responsibilities during a club session
- Responsibilities after a session is completed
- Managing Challenging Behaviour
- Missing child: action to take

See Supplementary Policy Guidance Document: [“Coaching and Supervising Children in Aikido”](#)

## INCIDENTS THAT MUST BE REPORTED / RECORDED

If any of the following occur you must report this immediately (or as soon as is practicably possible) to another colleague and record the incident:

- You accidentally hurt a child or young person
- He/she seems distressed in any manner.
- A student appears to be sexually aroused by your actions.
- A child or young person misunderstands or misinterprets something you have done.

You should also ensure the parents of the child are told

NB this relates to incidents. Concerns relating to abuse and/or poor practice should be reported using the procedures outlined in this Policy.

Please see reporting form at Appendix 3

Also see Supplementary Policy Guidance Document: [“Responding to Concerns”](#)

## DEFINING CHILD ABUSE

Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect.

More details can be found in the Supplementary Policy Guidance document [“Categories of Abuse”](#)

## COMMON SIGNS OF ABUSE

Every child is unique, so behavioural signs of abuse will vary from child to child. In addition, the impact of abuse can be influenced by the child's age, the nature and extent of the abuse, and the help and support the child receives. However, there are some behaviours that are commonly seen in children and young people who have been abused:

- The child appears distrustful of a particular adult, or a parent or a coach with whom you would expect there to be a close relationship.
- He or she has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them.
- If he or she has an injury which is not explained satisfactorily or has not been properly treated.
- Deterioration in physical appearance or a rapid weight gain or loss
- Pains, itching, bruising, or bleeding in or near the genital area.
- A change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive.
- If he or she refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- If he or she shows inappropriate sexual awareness or behaviour for their age.

Some disabled children may not be able to communicate verbally about abuse that they may be experiencing or have witnessed. It is therefore important to observe these children for signs other than 'telling'.

Signs should be seen as a *possible* indication of abuse and not as a confirmation. Changes in a child's behaviour can be the result of a wide range of factors. Visible signs such as bruising or other injuries cannot be taken as proof of abuse. For example some disabled children may show extreme changes in behaviour, or be more accident prone, as a result of their impairment.

A child or young person may also try to tell a person directly about abuse. It is vital to listen carefully and respond sensitively. The Aikido Alliance has a responsibility to act on any concerns

More details can be found in the Supplementary Policy Guidance document [“Categories of Abuse”](#)

## POSITIONS OF TRUST

As parents, coaches, officials, and volunteers working with young people, we must all help to promote responsible relationships within sport and prevent the manipulation and exploitation of young people.

Although young people aged 16 and 17 have reached the age of consent for sexual activity according to UK law, they could be vulnerable to sexual abuse and exploitation in certain situations. This includes sexual activity and manipulation by adults who hold a position of trust, responsibility, or authority in relation to them, and, as a result, have a considerable amount of power and influence on their lives.

**As of 28 June 2022 the law states that those in a position of trust in sports organisations, such as a coach, cannot legally have a sexual relationship with young people they look after who are under 18 years of age.**

**The practice of aikido meets the definition of a “sport” for the purposes of this new law**

**The Aikido Alliance’s policies and procedures relating to safeguarding now reflect these changes in the law**

Those in positions of authority in sport can have a positive influence on the welfare of a young person, by providing role models or someone to turn to if they have a concern. But it is important to have clear boundaries in place for the safety of both the young people and the staff, to ensure exploitation cannot take place. This document seeks to clarify the Aikido Alliance’s position on this important change in the law.

### **What is a position of trust?**

Someone in a position of trust is a person in a position of authority or responsibility over another person. Those in positions of trust have a considerable amount of power and influence on a young persons’ life. For example, a young person may be dependent on their coach, mentor or other adult for their aikido development, success, or position in a club.

### **What does the law say?**

Sexual offences legislation in the UK underlines that any sexual activity between adults and with children under 16 is illegal and constitutes abuse. Furthermore, in defined circumstances, young people aged 16 and 17, despite reaching the age of consent for sexual activity, are vulnerable to sexual abuse and exploitation.

Following an NSPCC campaign in partnership with sport’s governing bodies, the law, which previously only applied to roles like teachers and social workers, has now been extended to include a wider range of roles where adults hold a position of influence or power.

In England and Wales, the law now states that those in positions of trust within sports organisations cannot legally have a sexual relationship with young people aged 16-17 years old. The law is soon to receive Royal Assent in Northern Ireland.

A position of trust offence is committed when an adult in a position of trust engages in sexual activity with a child in their care, even if the child is over the age of consent (aged over 16 in the UK).



The updated law now defines a wider range of roles and settings where sexual activity between 16- and 17-year-olds and those in positions of trust, responsibility, or authority, constitutes a criminal offence. Examples of specific roles include:

- teacher
- coach
- trainer
- supervisor or instructor in sport

According to CIMPSA, the following occupational roles may also be classified as a position of trust depending upon their workplace related roles and responsibilities:

- Manager
- Tutor
- Assessor

The Aikido Alliance's safeguarding policies and procedures have previously included a governance clause forbidding any coach to engage in sexual activity with anyone under the age of 18 (irrespective of the legal age of consent). The Aikido Alliance requires all its member organisations to uphold the principles enshrined in this new law:

- Abuse of positions of trust is unacceptable behaviour, which could result in prosecution. Breaches of these codes should be robustly addressed in line with the law.
- Club codes of conduct and linked disciplinary processes should be reviewed and amended to include wording that supports the maintenance of healthy and positive relationships between sports coaches and young people.
- The code of conduct should reference the organisation's definition of roles that constitute positions of trust and reference the law stating that any sexual relationships/activity between adults in those roles and 16–17-year-olds for whom they are in a position of authority constitutes an offence.
- The abuse of position of trust provision should be defined by the nature of the position in relation to the young person and not be dependent on the regularity of contact with the young person in question.

**The Aikido Alliance policy now reflects these changes in the law**

**Safeguarding and disciplinary policies and procedures should include a requirement for referral to the Disclosure and Barring Service (DBS) when an individual, who is working in regulated activity, is deemed to be unsuitable to work with young people. This should be carried out even when a short-term cover/temporary member of staff is engaged.**

## **What can aikido coaches and others in positions of trust do?**

As a person in a position of trust, aikido coaches have a responsibility to maintain a positive, healthy relationship with the young people under their authority. Coaches should:

- Ensure that they read, understand, sign up to and comply with the code of conduct/behaviour issued by their club or Association.
- Maintain a relationship with all participants that is appropriate to their role and reflects positively on their club. Relationships between those in positions of trust and young people in sport should be supportive, positive and aimed at improving the young person's skills, and progress.
- not seek to or engage in sexual activity or sexualised communication or image sharing (including via social media) with 16- or 17-year-olds for whom they are responsible.

If a coach thinks that a young person's behaviour indicates that they are seeking to develop or engage in an inappropriate relationship, immediately bring this to the attention of your club Welfare Officer or Association Safeguarding Officer. Coaches should not respond to the participant in any way that could be interpreted as encouraging the young person concerned. Written records should be kept of any concerns.

## **Dealing with a concern about a possible abuse of trust**

If you suspect that an abuse of a position of trust has occurred, is occurring or may occur, you should:

- immediately report to your club Welfare Officer or Association Safeguarding Officer
- make a written record of your concerns and relevant details

if you are unable to contact the Welfare Officer, Association Safeguarding Officer or the Aikido Alliance Lead Safeguarding Officer, or if you think someone is at risk of immediate harm, you must report it to the police or children's social care.

If you think your concern has not been dealt with appropriately you can contact the following services whose duties include responding to concerns about potential breaches of positions of trust:

- England and Wales - consult with the Designated Officer whose details should be available through your local authority's Children's Social Care Department.
- Scotland - contact your local children's social work team. Their contact details can be found on the website for the local authority the child lives in.
- Northern Ireland - contact the relevant Health and Social Care Trust (HSCT) Gateway Services team. In circumstances that are not an emergency, the HSCT gateway services team is the first point of contact for all new referrals to children's social services.

You can find additional information on who to contact when dealing with a concern on the CPSU Website. <https://thecpsu.org.uk>

Alternatively, you can seek advice from the NSPCC helpline on 0808 800 5000.

## CHILDREN WITH ADDITIONAL NEEDS

The Aikido Alliance recognises that children with either a physical or mental disability are more prone to being abused than other children. Children with a disability are more likely to be abused as a consequence of the following:

- Vulnerabilities to bullying from other children and adults
- Likely to be more socially isolated and have less frequent contact than children without disabilities
- Dependency on others for assistance in order to carry out essential daily tasks
- The inability or a difficulty in expressing themselves and communicating that abuse has taken place
- Impaired capacity to resist and understand abuse

It is everyone's responsibility to ensure that the duty of care to children is upheld at all times. In order to bring about the most inclusive environment for disabled children there are areas of good practice which will need to be taken into consideration. These include:

- Disabled access to dojos, competition, transport and accommodation
- Adapting coaching practices to suit the needs of the child
- Improving ways of communication including where relevant sign language and other appropriate means of communication dependent upon the needs of the child
- Increased supervision at training and events
- Appropriate changing and toilet facilities for disabled children to be easily accessible
- Staff to have further training where required to understand the individual needs of the child
- Opportunities for club information to be made available in alternative formats where necessary e.g. braille

Whilst extra safeguards may need to be implemented to safeguard disabled children this does not mean that disabled children cannot play a full and active part in aikido classes and events.

## CHILDREN FROM ETHNIC MINORITY BACKGROUNDS

All Association Codes of Conduct and operating procedures should ensure that discrimination is not permitted in any form. Discrimination is often more common with children from ethnic minority backgrounds. Therefore, additional considerations may be required when running or taking part in classes, competitions or other events for cultural and language differences.

Children from ethnic minority backgrounds can also be more susceptible to being abused for the following reasons:

- Language difficulties may make it difficult for the child to tell somebody that they are being abused
- They may be more socially isolated and have less contact with people from outside their community
- Stereotyping or prejudice may lead to situations where abuse is not detected or is misinterpreted
- Children may be more prone to being victims of discrimination and bullying due to perceived differences

To ensure that children from ethnic minority backgrounds are adequately safeguarded religious festivals and/or daily practices should be considered. For example a child who is fasting during the festival of

Ramadan may be more physically exhausted than usual and therefore due consideration ought to be given when training, grading or competing

To be as inclusive as possible it is advised that events – where possible – are not held on days which coincide with significant religious or cultural feast days. Some religions and cultures may also have dietary requirements and therefore when planning catering for events, these dietary requirements should be taken into consideration e.g. vegetarian, halal, kosher.

Whilst it is not be manageable or proportionate for all clubs to ensure that they have information readily available in appropriate formats and languages for those clubs with a high proportion of ethnic minority students, consideration should be given to how to diversify the dissemination of information.

## PREVENT

The Aikido Alliance is committed to playing its part in the Government's anti-terrorism strategy which includes the PREVENT programme.

The Aikido Alliance recognise that the practice of aikido embraces principles which can be fundamental to preventing radicalisation at every level.

As of July 2015 all schools and childcare providers were mandated by law to pay due regard to the prevention of young people being radicalised and recruited to terrorism. Whilst this legislation is targeted specifically at schools all agencies which have contact with children and young people must also seek to prevent radicalisation. The Prevent strategy links closely with the Aikido Alliance's duty of care to look after the health and wellbeing of all children within our clubs.

It is important to note that the general risks surrounding radicalisation of children and young people varies geographically and by age group. Clubs and their coaches/volunteers are uniquely placed to identify and respond to any risks within a local context. It is important to understand the risks in order to respond appropriately and proportionately.

The overarching aim of Prevent it to safeguard/protect individuals who may be vulnerable to radicalisation. Radicalisation is not exclusive to one brand of terrorism and spans the political and religious spectrum.

The principle of dealing with Prevent-related risks is the same as managing other safeguarding risks. All Alliance organisations and their members who have contact with children should be alert to any changes in a child's behaviour which could be indicative that they require protection. This process follows national guidance laid down by the UK Government. However, care should be taken not to discriminate.

This policy does not require member organisations to undertake intrusive interventions into family life but to take action when potentially concerning behaviour has been identified.

Any concerns should be flagged to the Association Safeguarding who will then liaise with partner organisations in order to contribute to the prevention of terrorism and making safety a shared endeavour.

**Also see Flowchart at Appendix 1**

Free Prevent training can be accessed here:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

To find out more about how you can help visit [actearly.uk](http://actearly.uk)

## FEMALE GENITAL MUTILATION (FGM)

FGM is the practice of intentionally removing part or all the external female genitalia and/or other female genital organ injury for non-medical purposes. FGM may also be referred to as 'female circumcision' or 'cutting'. The practice is a cultural one with no religious text requiring that girls are 'cut'. It is most prevalent in African and Middle Eastern regions, but it is not exclusively geographically defined.

There is no one way of undertaking the 'cut' and it can be carried out at several differing stages from two days after birth to before puberty or even during pregnancy. The age group which is most affected is 0-15 years.

This is an inhumane practice which has been outlawed in the UK through the FGM Act 2003 and anybody who has been found guilty of the offence can face up to 14 years in jail. Additionally anybody found to be failing in their duty of care and assumed responsibility e.g. a parent, who allows the practice to happen to their daughter can face up to 7 years in prison.

The Aikido Alliance and its member Associations and Clubs have a duty of care to the children they come into contact with and if signs, symptoms or concerns are identified it is imperative that action is taken.

**Please see flowchart at Appendix 2**

More information, including guidance on signs and symptoms can be found here:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm>

There is also a free online course offered by the Home Office. This can be accessed by following the below link:

<https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm>

## BREAST FLATTENING/IRONING

The terms breast flattening and breast ironing refer to the procedure whereby young pubescent girls' breasts are – over a period of time – flattened and/or pounded down. The purpose of this is to delay the development of breasts entirely or to make the breasts permanently disappear. The practice is usually done within families (often by female relatives) and uses various methods to compress breast tissue. Other methods adopted can include the use of a binder or elastic belt to compress the breasts.

Breast ironing and flattening may also be done by the child herself as a result of gender transformation/identity issues.

The health implications of such a practice, both physical and mental, can be extremely damaging with abscesses, severe fever and infections commonplace. Unlike FGM, there is no specific law which addresses the issue but it falls under the category of physical abuse and should be dealt with as such. However, like FGM, the processes and procedures to follow if you identify or have suspicions that the practice has taken place are the same.

Signs and symptoms should be treated with caution and used in conjunction with other known facts or other signs and symptoms. A girl may be embarrassed about her body for other reasons such as body confidence and is of itself not indicative that abuse has occurred.

Signs may be noticed when a girl is changing before or after class or when discussing with fellow students before, during or after class.

Signs to look out for include:

- A girl being embarrassed about their body
- A family history of breast
- References to breast flattening in conversation

**Please see flowchart at Appendix 2**

## RESPONDING TO SUSPICIONS OR ALLEGATIONS

It is not the responsibility of anyone within the Aikido Alliance, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. This is the role of the statutory agencies. However there is a responsibility for all involved in sport and the martial arts to act on any concerns through contact with the appropriate authorities. This may, or may not, result in a formal referral and/or disciplinary action.

Advice and information is available from your Clube Welfare Officer, your Association Safeguarding Officer, local Social Services Department, The Police or the NSPCC 24 hour Help line on 0808 800 5000.

The Aikido Alliance assures member organisations, clubs and individuals that it will fully support and protect anyone, who in good faith reports a concern about abuse or poor practice

**See Supplementary Policy Guidance Document: [“Responding to Concerns”](#)**

The Aikido Alliance has a Case Management Group which will be convened to deal with allegations and reports of poor practice and/or abuse. Details (Terms of Reference) can be found on the Aikido Alliance Website.

## INFORMATION SHARING

Child protection and safeguarding involves sensitive information which directly affects the welfare of children and young people. To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them.

However, clear boundaries are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

Whenever a sports organisation receives information that raises concerns about a child or children, decisions need to be made about sharing this safeguarding information. This could include:

- concerns about a child received within or outside the sport
- concerns about a person in a position of trust, such as a coach – this could include information on a Disclosure & Barring Service (DBS) check
- concerns about a member of a sports club

- concerns about a sports environment, such as an event location or hosting arrangements

### **Seven golden rules for information sharing**

Guidance from the Government, describes the ‘seven golden rules for information sharing’:

1. Remember that the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to having their information shared. You may still share information without consent if, in your judgement, there is lawful basis to do so, such as where safety may be at risk.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

### **Who to share information with**

It is important to consider who you should be sharing information with. This will usually, but not always, be managed by the Alliance’s Lead Safeguarding Officer and may include:

- Statutory organisations – the Police and/or Children’s Services must be informed about child protection concerns; Designated Officers (LADOs) should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – the principles of the Seven Golden Rules need to inform decisions about sharing information with other organisations to enable them to safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – decisions about sharing information with individuals also needs to be based on the Seven Golden Rules guidance to determine who needs to know what information in order to keep children safe.
- Individuals involved in any case being investigated (could be suspected abuse or poor practice).

## SUPPORT TO DEAL WITH THE AFTERMATH OF ABUSE

Consideration should be given to the kind of support that children, parents, volunteers and members of staff may need. Use of helplines and support groups will help to maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899 Email: [bac@bacp.co.uk](mailto:bac@bacp.co.uk) Website: [www.bacp.co.uk](http://www.bacp.co.uk)

Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

The Association Safeguarding Officer in consultation with the Alliance Lead Safeguarding Officer and Club Welfare Officer can provide further guidance on local support.

## ALLEGATIONS OF NON-RECENT ABUSE

Allegations and disclosures of abuse may be made some time after the event (e.g. by an adult who was abused as a child). Where such an allegation is made, the club should follow Aikido Alliance reporting procedures and, where required, report the matter to the social services or the police. This is because other children may be at risk from the person.

**See Supplementary Policy Guidance Document: [“Responding to Concerns”](#)**

Also see reporting and referral documentation at

<a href="#">APPENDIX 4: CONCERNS AND REFERRALS REPORT FORM (2 PAGES)</a> .....	25
<a href="#">APPENDIX 5: FLOWCHART REPORTING CONCERNS (INSIDE AIKIDO)</a> .....	27
<a href="#">APPENDIX 6: FLOWCHART REPORTING CONCERNS (OUTSIDE AIKIDO)</a> .....	28

## ACTION IF BULLYING IS SUSPECTED

The Aikido Alliance takes bullying very seriously. We encourage all children to speak and share their concerns (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).

**More details can be found in the Supplementary Policy Guidance document [“Anti Bullying”](#)**



## EVENTS, TRIPS AND TRAVEL

Aikido clubs might wish to take students to training events and/or to competitions with other clubs and this will involve travel and may involve overnight stays.

It is acknowledged that trips and travel, including overnight stays can raise safeguarding issues and also present opportunities for would-be wrongdoers to act. Therefore the Aikido Alliance requires that necessary steps are taken to mitigate against any risks and to ensure best practice is followed at all times.

The Child Protection in Sport Unit has excellent resources and checklist to help Associations and their Clubs implement robust safeguarding measures. The Aikido Alliance recommends the use of these documents and checklists to ensure appropriate safeguarding measures are in place

<https://thecpsu.org.uk/resource-library/best-practice/away-day-trips/>

<https://thecpsu.org.uk/resource-library/best-practice/overnight-trips-and-international-travel/>

## USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT

This policy does not seek to stop people photographing their children, club mates, or prevent photography and video being used as an education, promotion or coaching tool, but this is in the context of appropriate safeguards being in place.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions.

It is advisable that all clubs be vigilant with any concerns to be reported to the Club Welfare Officer. Any parent who wishes to photograph their child must seek permission from the instructor or event organiser.

There is no intention to prevent clubs and coaches using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. It is common practice to post images and video to social media for promotional purposes. The Aikido Alliance follows the guidance issued by the Child Protection in Sport Unit:

- Where participants are used in promotional material the appropriate consent is obtained
- Avoid using the first name and surname together, of individuals in a photograph
- If the participant is named, do not use their photograph without first obtaining the appropriate consent
- Seek parental permission and that of the participant to use any image of the participant. If the child is under 16, consent must be obtained from a parent / carer. If the child is over 16, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.

You may wish to add an appropriate clause to your membership form to ensure consent is captured.

In accordance with child safeguarding best practice, we will use our best endeavours to ensure that photographs, video or other images of young people are only taken and used where consent has been given.

**OUR CLUB** will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Please sign below to confirm that you consent to photographs and/or video (these images might be used for promotional purposes, celebrating events and achievements in the club, and as training/coaching aids.

**Also see Supplementary Policy Guidance Document: [“Video and Photography”](#)**

## RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

The Aikido Alliance recognises that anyone may have the potential to abuse children and that all reasonable steps should be taken to ensure that unsuitable people are prevented from working with children. It is essential that the same procedures be used consistently for all posts whether staff are paid or voluntary, full time or part time.

To that end, the Alliance has published a detailed guidance document to support its recruitment processes and procedures, including DBS checks.

Recruitment will be undertaken at Association or Club level with the ASO recording and monitoring all processes to ensure that best practice is followed, and legal compliance maintained. The Alliance’s Lead Safeguarding Officer will support this process and arrange for DBS checks to be completed where required.

**See the Supplementary Policy Guidance document [“Guidance on Recruitment and DBS”](#)**

The Aikido Alliance has a Case Management Group (CMG) which will be convened to deal with all issues relating to criminal convictions and cautions (i.e DBS disclosure certificates which are not “clear”). The CMG will also consider allegations of poor practice and abuse. Details (Terms of Reference) can be found on the Aikido Alliance Website.

## THE AIKIDO ALLIANCE’S EXPECTATION OF AFFILIATED ORGANISATIONS

All affiliated organisations (often rereferred to as Associations) are required to comply with the Aikido Alliance’s Safeguarding Policies and Procedures. The Alliance recognises that full compliance can often be a “journey” and a “work in progress” for many organisations. Safeguarding is a dynamic and responsive approach to protecting and welfare of children, but there are some minimum standards that are essential at the outset.

To this end, the following must be achieved within the first 3 months of membership:

1. Associations must appoint an Association Safeguarding Officer (ASO) and publish their contact details on the official association website (e-mail address and telephone number).

2. Make it clear that the Association and its clubs adhere to the safeguarding policies and procedures published by the Aikido Alliance – and provide a link to the Alliance website so that any party can access this safeguarding information.

The ASO will then (within the first 3 months of membership)

3. create a register of all Association clubs offering memberships to under 18s.
4. ensure that every club offering membership to under 18s has a Welfare Officer and that his or her contact details are published on the relevant club website/social media platforms. The Club website should also provide details for the ASO (contact details and association website).
5. ensure all Coaches, Instructors, Welfare Officers and other volunteers are compliant with DBS requirements

Help and support to achieve this is available from the Aikido Alliance Lead Safeguarding Officer. Any Association which fails to meet these criteria but is seen to be actively, and in good faith, working towards the required compliance will not necessarily be sanctioned. However, active refusal to engage with the compliance requirements will lead to Aikido Alliance membership being rescinded.

The ASO must then

- attend appropriate Child Protection/Safeguarding training every 3 years and provide evidence of this to the Lead Safeguarding Officer.
- Ensure that all Coaches, Instructors, Welfare Officers and other volunteers are recruited in line with the Alliance's Recruitment processes and procedures
- Ensure that all Alliance Safeguarding Policies and Procedures are actively communicated and effectively implemented.

These requirements only relate to Safeguarding, and it should be noted that there are other compliance requirements for membership of the Aikido Alliance.

## DATA PROTECTION

The Aikido Alliance will, as part of its safeguarding work, collect personal data and therefore has an obligation to process, store and share data in accordance with the law.

A significant element of data protection law is informing people why an organisation wishes to collect for what purpose. Therefore when the Aikido Alliance asks for DBS checks (through the ASO or relevant Welfare Officer), the reasons for collecting this data should be made clear to those being asked to provide evidence. By being open and honest about what data is being stored and what the purpose of storing this data is therefore provides an opportunity for informed consent. This allows people to make a decision as to accept or decline to provide the requested data.

One of the key purposes of GDPR is to enhance the rights of an individual to restrict the processing of their data. However, given that it is a precondition that the Aikido Alliance needs to

be assured of robust DBS management any failure to comply with such requests may hinder continued membership.

Within a child-specific context, there are extra protections which need to be applied when processing and managing data. This will usually involve parental or guardian consent but additionally, any data capturing statements produced for children should be easy to understand with simple language used where possible.

Consent sits at the heart of data protection regulations, but sensitive data gathered by the Aikido Alliance is different.

In order to process data without following the explicit consent it is imperative that the Aikido Alliance is able to clearly articulate which lawful basis (as documented under Article 6 of GDPR regulations) is being applied, especially when sharing confidential data with other agencies following accusations of child abuse. Information of this nature should only be shared between appropriate agencies and should conform to Article 5(1) which includes the following requirements:

- Data should be relevant and have a rational link to the purpose
- Be limited to the pertinent details of the accusation (not all information held about said individual)
- Be adequate and sufficient in order to fulfil the purpose of sharing information
- Only be shared with those who need all or some of the information
- Have a specific need to be shared at the time

Genuine consent puts the individual in charge and helps build collaborative professional relationships. However, there are situations where sharing of data could be deemed to be necessary and proportionate

- Article 6(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations)
- Article 6(d) Vital interests: the processing is necessary to protect someone's life
- Article 6 (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- Article 6 (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

For further advice and guidance on GDPR and its implications for safeguarding and its use within sporting organisations, please refer to the Information Commissioner's Office: <https://ico.org.uk/>

## MONITORING COMPLIANCE AND REVIEW

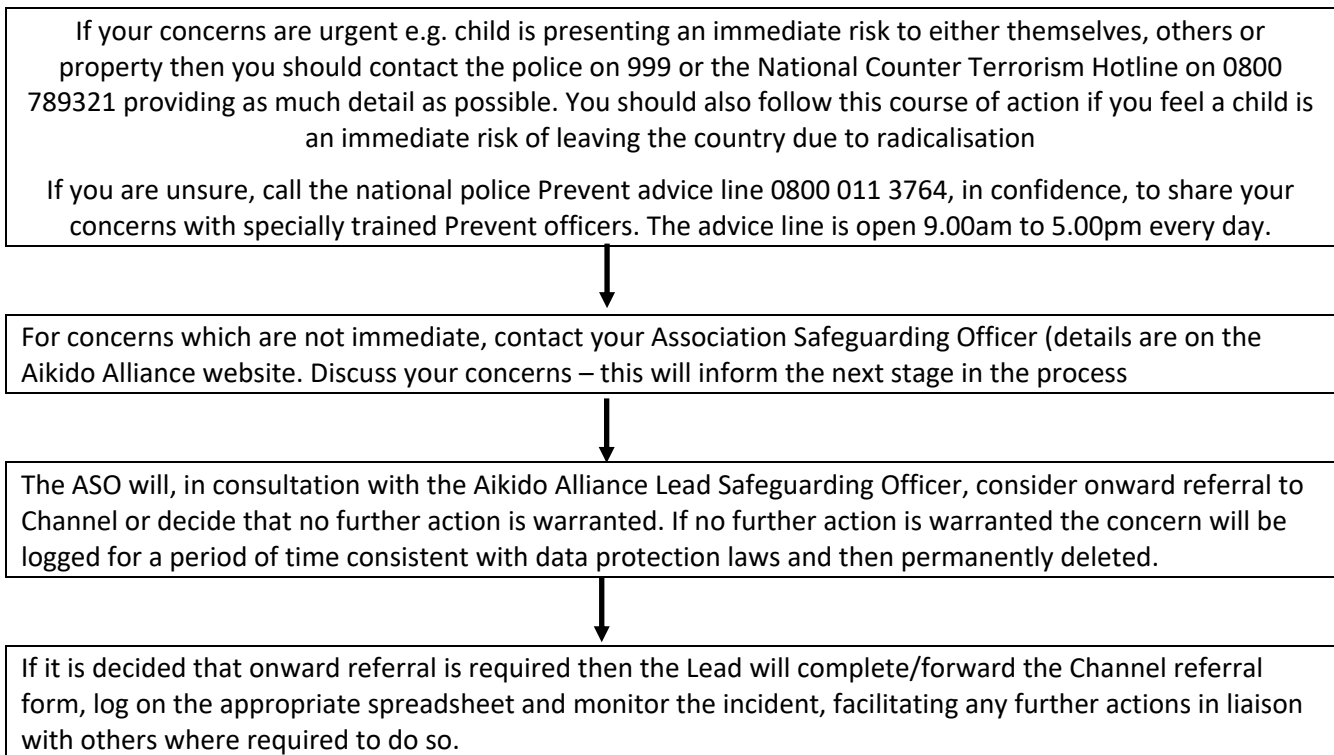
This policy will be reviewed every 3 years by the Aikido Alliance Safeguarding Team.

There may be circumstances in which the policy will be reviewed earlier than the scheduled time. Examples include:

- Any changes in legislation or government guidance
- As a consequence of a significant event/incident
- As instructed by UK Sport, Sport England, CIMSPA, CPSU or other relevant body
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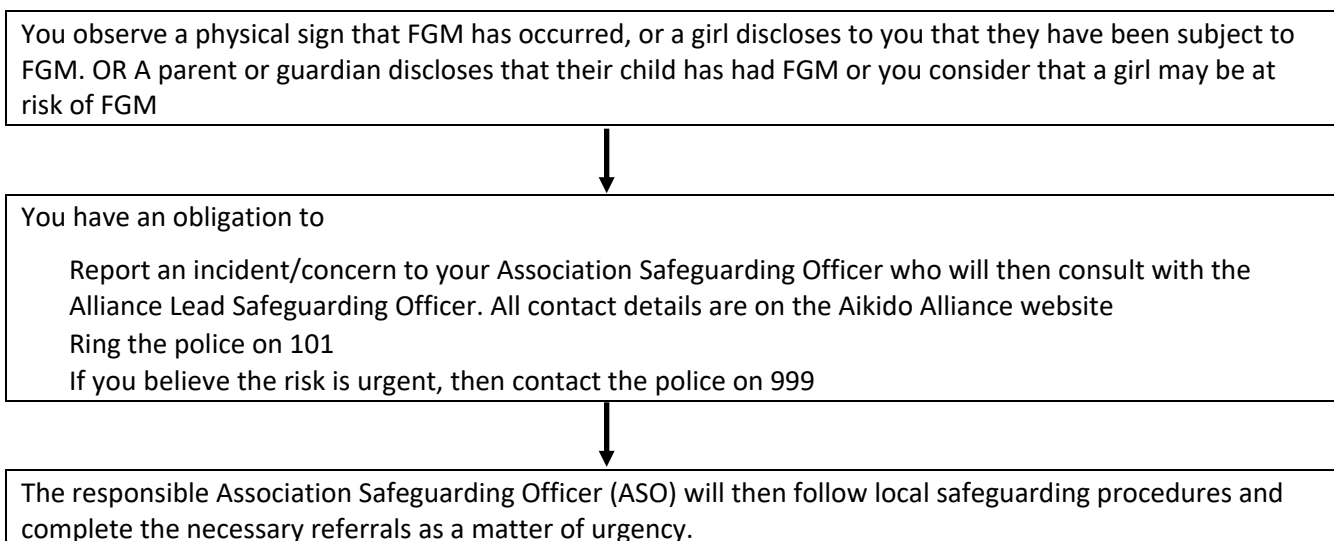
## APPENDIX 1 – PREVENT REPORTING FLOWCHART

### Escalation and Referral Process for Preventing Radicalisation of Children and Young People



## APPENDIX 2 – FGM REPORTING FLOWCHART

### You have concerns re: Female Genital Mutilation



### APPENDIX 3 – INCIDENT REPORTING FORM

This form is to be used to record and report an Incident. Concerns relating to abuse or poor practice should use the form at Appendix 4

#### Details of the person making the report

Your name

Name of Association

Name of Club

Your Role

#### Your contact details:

Address

Postcode

Telephone number(s)

E-mail address

#### Child's details:

Name

Date of birth

Ethnic origin

Does the child have a disability? YES/NO

Gender

#### Parent/Guardian details:

Address

Postcode

Telephone number(s)

E-mail address

Has the parent/guardian been notified of this incident. YES/NO

If 'Yes' provide details of what was said and any actions agreed

Are you reporting your own concerns or responding on behalf of somebody else?

Own concerns/Somebody else's

If responding to concerns raised by someone else please provide further information below

Their Name

Position within the sport or relationship to the child

Telephone number(s)

E-mail address

Date and time of incident and what happened

*include all relevant information, such as description of any injuries and whether you are recording this incident as a fact, opinion or hearsay)*

Child's account of the incident

Were there any witness to the incident? YES/NO

If 'Yes' please answer below supplementary questions

Name

Position within the club or relationship to the child

Date of birth (if child)

Address

Postcode

Telephone number(s)

E-mail address

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name

Position within the club or relationship to the child

Date of birth (if child)

Address

Postcode

Telephone number(s)

Email address

If more than one person involved, please supply additional details separately

Please provide details of action taken to date:

Has the incident been reported to any external agencies? YES / NO

If YES please provide further details:

Name of organisation/agency

Contact person (s)

Telephone number(s)

Email address

Agreed action or advice given

Your Signature:

Date:

This form should be handed to your Club Welfare Office who will then share any concerns with his/her Association Safeguarding Officer. If the matter requires escalating, the Aikido Alliance Lead Safeguarding Officer will be informed.



# Report form for recording concerns and referrals

Please complete as much information as you can. If the incident relates to one child please fill in as below. If it refers to more than one child please give as much information as you can about each child.

Name of person(s) against whom allegations have been made: \_\_\_\_\_

Age, or approximate age, if known: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Club: \_\_\_\_\_ Position in club: \_\_\_\_\_

Child's name: \_\_\_\_\_ Age/date of birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Parent or carer name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Child's relationship with club: \_\_\_\_\_

## Your details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Club: \_\_\_\_\_

Position in club: \_\_\_\_\_

Are you reporting your own concerns?    Yes     No

If not, please give details of person who has raised concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief details of concern or incident:

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Have you spoken to the person against whom any allegations have been made? Yes  No

If so what has been said?

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Have you spoken to the child? Yes  No

If so, please detail what has been said:

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Have you spoken to the parents? Yes  No

If so, please detail what has been said:

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Please detail any action taken to date

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Have the statutory agencies been informed? Yes  No  Date of referral:

If so, please give contact details : \_\_\_\_\_

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 5: FLOWCHART REPORTING CONCERNS (INSIDE AIKIDO)

Follow this action if:

1. A child tells you they are being abused within the club – or they raise concerns about poor practice
2. If you hear about abuse or poor practice in the club
3. You see something which raises concerns about abuse or poor practice

You must react IMMEDIATELY. If you cannot contact anyone from the Club then contact the Statutory Agencies (Police or Social Services). If you are unsure what to do contact 0808 800 5000 (available 24 hours a day) to discuss your concerns

- Stay calm
- If the child is present re-assure him/her that they are not to blame
- Keep questions to a minimum
- Record information accurately using the child's own words
- Do not involve anyone who might be implication in the concern

**YES**

Is the child in need of medical attention – or at risk of immediate harm?

**NO**

Call an ambulance OR doctor OR take the child to hospital. State that the concern possible relates to child safeguarding; the doctor will refer the matter to the statutory agencies as appropriate

If a child is at risk of immediate harm call the police (999)

The statutory agencies will advise you regarding contacting / informing parents.

Contact your Club Welfare Officer or your Association Safeguarding Officer. If not available contact your local Safeguarding Hub or call 0808 800 5000 (available 24 hours a day) to discuss your concerns

The Alliance Lead safeguarding Officer is to be notified immediately (or as soon as is practicably possible)

The Alliance Lead Safeguarding Officer will take advice from the statutory agencies as required and will advise on action to take within the club.

Remember if concerns are urgent Do Not Delay –refer immediately to your local Safeguarding Team or the Police and then inform the Alliance Lead Safeguarding Officer within 24 hours

### POSSIBLE OUTCOMES

(to be determined by the Alliance Lead Safeguarding Officer and Alliance Case Management Team and / or Statutory Agencies)

#### Alleged Minor Poor Practice

- No case to answer
- Complaint resolved between parties
- Training / mentoring agreed
- Disciplinary action
- Additional concerns emerge – refer back to the Alliance Lead Safeguarding Officer

#### Alleged Serious Poor Practice / Abuse

- Child Protection Investigation
- Criminal Investigation / Proceedings
- Sanctions / suspension by club
- Removal from club (permanent “ban”)
- Referral to DBS
- Civil proceedings

## APPENDIX 6: FLOWCHART REPORTING CONCERNS (OUTSIDE AIKIDO)

Follow this action if:

1. A child tells you they are being abused OUTSIDE the club – OR
2. If you hear about concerns or possible abuse outside of the club
3. You see something which raises concerns about abuse outside of the club

You must react IMMEDIATELY. If you cannot contact anyone from the Club then contact the Statutory Agencies (Police or Social Services). If you are unsure what to do contact 0808 800 5000 (available 24 hours a day) to discuss your concerns

- Stay calm
- If the child is present re-assure him/her that they are not to blame
- Keep questions to a minimum
- Record information accurately using the child's own words
- **Do not involve anyone who might be implication in the concern**

YES

Is the child in need of medical attention – or at risk of immediate harm?

NO

Call an ambulance OR doctor OR take the child to hospital. State that the concern possibly relates to child safeguarding; the doctor will refer the matter to the statutory agencies as appropriate

If a child is at risk of immediate harm call the police (999)

The statutory agencies will advise you regarding contacting / informing parents.

Contact your Club's Welfare Officer or Association Safeguarding Officer (who is then to contact the Alliance Lead Safeguarding Officer)

The Alliance Lead Safeguarding Officer will take advice from the statutory agencies as required and will advise on action to take.

Remember if concerns are urgent do not delay –refer immediately to your local Safeguarding team or the Police and then inform the Alliance Lead Safeguarding Officer within 24 hours

The statutory agencies will advise regarding contacting or informing parents / carers / guardians

**Prepare a report** to include all the information you have (names, addresses etc). If possible use the Aikido Alliance Incident Report Form – but not if this will delay matters. Note down your concerns and the action taken. Sign and date your report. Forward a copy of the report along with any other information to the relevant Statutory Agency dealing with the matter -- and the Alliance Lead Safeguarding Officer. **DO NOT CONTACT ANYONE WHO MIGHT BE IMPLICATED.**

**REMEMBER TO MAINTAIN CONFIDENTIALITY AND ONLY SHARE INFORMATION ON A STRICTLY "NEED TO KNOW" BASIS. HOWEVER, THE WELFARE OF THE CHILD IS PARAMOUNT AND YOU HAVE A DUTY TO REFER AND SHARE YOUR CONCERNS WITH THE APPROPRIATE AGENCIES**

## SUPPLEMENTARY POLICY GUIDANCE DOCUMENTS

These separate policy and guidance documents cover:

Categories of Abuse

Anti Bullying

Coaching and Supervising Children in Aikido

Online safety

Recruitment and DBS

Responding to Concerns

Video and Photography

What to do when a child goes missing

The above documents are available on the Aikido Alliance website:

[https://www.aikidoalliance.co.uk/?page\\_id=44](https://www.aikidoalliance.co.uk/?page_id=44)

## CHANGE LOG

Date	Details
May 2024	General review – formatting corrections