



***Safeguarding Children Policy***  
***08-05-2022***

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## **Introduction**

Southampton Kendo Club is committed to safeguarding children and young people under the age of eighteen in line with national legislation and relevant national and local guidelines.

We will safeguard children by ensuring that our activities are delivered in a way which keeps all children safe.

Southampton Kendo Club is committed to creating a culture of zero-tolerance of harm to children which necessitates: the recognition that children may be at risk and be aware of the circumstances which may increase risk; knowing how child abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the child's own home and in any care setting.

Southampton Kendo Club is committed to best safeguarding practice and to uphold the rights of all children to live a life free from harm from abuse, exploitation and neglect.

## **Principles**

Southampton Kendo Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance Working Together to Safeguard Children 2018 and complies with best practice and British Kendo Association requirements.

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

- have a positive and enjoyable experience in a safe and child centered environment.
- are protected from abuse whilst participating in activity organised within Southampton Kendo Club premises or outside.

Southampton Kendo Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take



reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy Southampton Kendo Club will

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

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

## **Purpose**

The purpose of this policy is to demonstrate the commitment of Southampton Kendo Club to safeguarding children and to ensure that everyone involved in Southampton Kendo Club is aware of:

- The legislation, policy and procedures for safeguarding children.
- Their role and responsibility for safeguarding children.
- What to do or who to speak to if they have a concern relating to the welfare or well-being of a child within the organisation.

## **Scope**

This safeguarding children policy and associated procedures apply to all individuals involved in Southampton Kendo Club including Staff, Coaches, Volunteers and Members and to all concerned about the safety of children whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, affiliated clubs, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Children Policy and associated procedures.



## Commitments

In order to implement this policy Southampton Kendo Club will ensure that:

- Everyone involved with Southampton Kendo Club is aware of the safeguarding children procedures and knows what to do and who to contact if they have a concern relating to the welfare or well-being of a child.
- Any concern that a child is not safe is taken seriously, responded to promptly, and followed up in line with Southampton Kendo Club Safeguarding Children Policy.
- The well-being of those at risk of harm will be put first and the child and their parents/carers actively supported.
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy.
- Southampton Kendo Club acts in accordance with best practice advice, for example, from UK Sport, Sport England, The British Kendo Association, NSPCC.
- Southampton Kendo Club will cooperate with the Police and the relevant Local Authorities in taking action to safeguard a child.
- All officials and volunteers understand their role and responsibility for safeguarding children and have completed and are up to date with safeguarding children training and learning opportunities appropriate for their role.
- Southampton Kendo Club uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the sporting community.
- Southampton Kendo Club shares information about anyone found to be a risk to children with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.



- When planning activities and events Southampton Kendo Club includes an assessment of, and risk to, the safety of all children from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the club officials on an annual basis.
- This policy and related policies (see below) are reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England and/or National Governing Bodies and the British Kendo Association or as a result of any other significant change or event.

## Implementation

Southampton Kendo Club is committed to developing and maintaining its capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children.
- Safeguarding children procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Designated Safeguarding Lead.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- Codes of conduct for Coaches, Volunteers and Members and other relevant individuals.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Children policy:
  - Safeguarding adults policy
  - Safe practice policy
  - Concerns and grievance policy
  - Safe recruitment policy
  - Equality, diversity and inclusion policy
  - Health and safety risk assessment
  - Data protection policy

## **Section 1: Supporting Information**

### **Safeguarding Children Legislation**

Safeguarding Children legislation and statutory guidance is covered by:

- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- Sexual Offences Act 2003
- Data Protection Act 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

Many other pieces of UK and home nation legislation also affect child safeguarding. These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- Murder/attempted murder
- Physical Assault
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft and Fraud
- Modern slavery and Human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with children

### **Definition of a Child**

In England, Northern Ireland and Wales a child is someone under the age of 18, whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018).

This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

## **Abuse and Neglect**

All club staff and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

### **Abuse:**

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. They may be abused by an adult or adults or by another child or children.

### **Physical abuse:**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional abuse:**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Sexual abuse:**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as



involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue.

### **Related issues**

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to protect children. These include:

- Bullying
- Child Sexual Exploitation
- Hate crimes
- Abuse in domestic settings
- Honour based violence
- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence
- Membership of gangs inclined to use violence.

Many of these areas are addressed in local multi-agency child or vulnerable adult safeguarding procedures. You may feel that these situations are so unlikely to arise that you would never be required to respond. However, it is as well to be aware of these other related areas, just in case your suspicions are raised.

## **Poor practice**

Sometimes, your concerns may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the relevant Club/School/Academy/NGB Code of Conduct or brings Martial Arts into disrepute, or which infringes an individual's rights. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards students, which should never to be sanctioned include:

- use of excessive, physical or humiliating punishments;
- failure to act when you witness possible abuse or bullying;
- being unaware of, or breaching, any relevant policy such as the Code of Ethics and Conduct;
- spending excessive amounts of time alone with young people away from others;
- inviting or allowing young people into your home where they will be alone with you;
- engaging in rough, physical or sexually provocative activity;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing a person to tears as a form of control;
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- doing things of a personal nature for young people that they can do for themselves; sharing a bedroom with a young person you are not related to, even with parental permission.

Some participants may require assistance with personal care due to being very young or disabled. If a young person needs this level of support, it should be made clear to their parent/s that this can only be carried out by a designated carer and not by the instructor. Even if the instructor is trained in carrying out personal care tasks, this compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities commencing.

## **Signs and Indicators of Abuse and Neglect**

Indicators that a young person may be being abused may include the following:

- 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;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- having difficulty in making friends;
- being prevented from socialising with other young people;
- displaying variations in eating patterns including overeating or loss of appetite;
- or a sudden weight change;
- becoming increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing. For example, a family bereavement which could cause some of the changes listed above.

***Remember it is not the responsibility of Southampton Kendo Club to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.***

## **Section 2: Procedures**

### **What to do if you have a concern or someone raises concerns with you**

Southampton Kendo Club recognises 'everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action' (page 11 para 16 Working Together to Safeguard Children 2018).

Whilst accepting this duty it is recognised Southampton Kendo Club is not responsible for deciding if abuse has occurred. It does however have a duty to respond and report concerns.

Southampton Kendo Club will have an appropriately trained Designated Safeguarding Lead and the Dojo Leader may deputise.

**All safeguarding concerns and poor practice occurrences**, except if the issue concerns those individuals, **must** be reported to the DSL / Dojo Leader. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of Southampton Kendo Club (for example at home, school or in the wider community). Where there is an allegation against an instructor or volunteer who works with children at Southampton Kendo Club the DSL/Deputy must report the matter to the Local Authority Designated Officer.

Instructors and volunteers must also report the following to the DSL / Dojo Leader and make a written record of what they have done, seen or heard:

- They have accidentally hurt a child;
- a child seems distressed in any manner;
- a child appears to be sexually aroused by their actions;
- a child misunderstands or misinterprets something they have said or done.

**If you think a child is in immediate danger or requires medical attention**, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the Designated Safeguard Lead or Deputy.

## **How to respond to a concern**

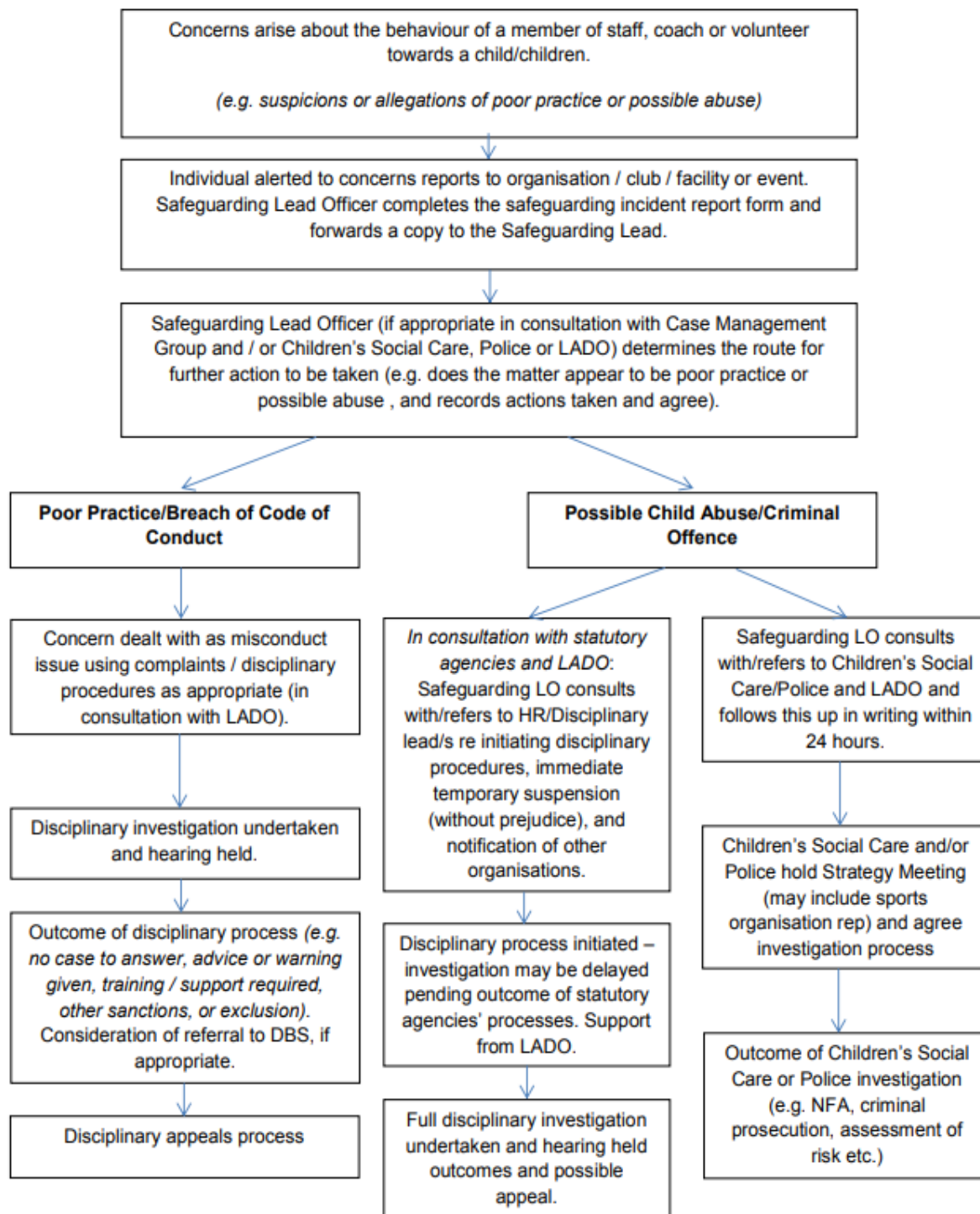
It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your Designated Safeguarding Lead and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Contact your Designated Safeguarding Lead.
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the NSPCC Helpline.
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about a member of staff or a volunteer, this must like all other concerns be reported to the Designated Safeguarding Lead (DSL) or Deputy. The DSL if they consider the concern to be serious, for example potentially child abuse or a crime they must report the incident to the Local Authority Designated Officer or the Police.

When a safeguarding concern or poor practice has been identified concerning a specific child the parents/guardians/carers of that child should be notified. Where the DSL/Deputy has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

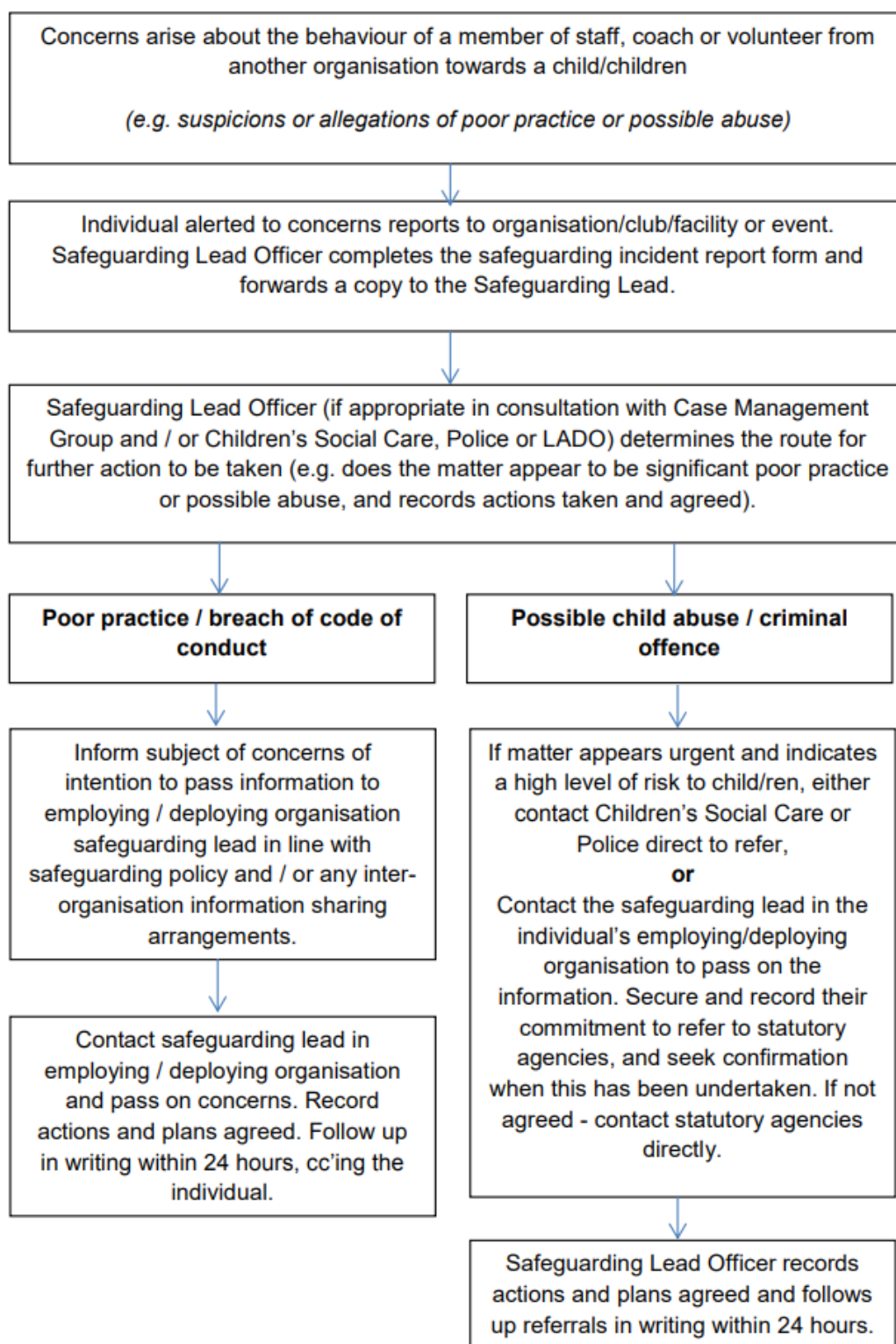
## Safeguarding Children Flowcharts

### 1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)

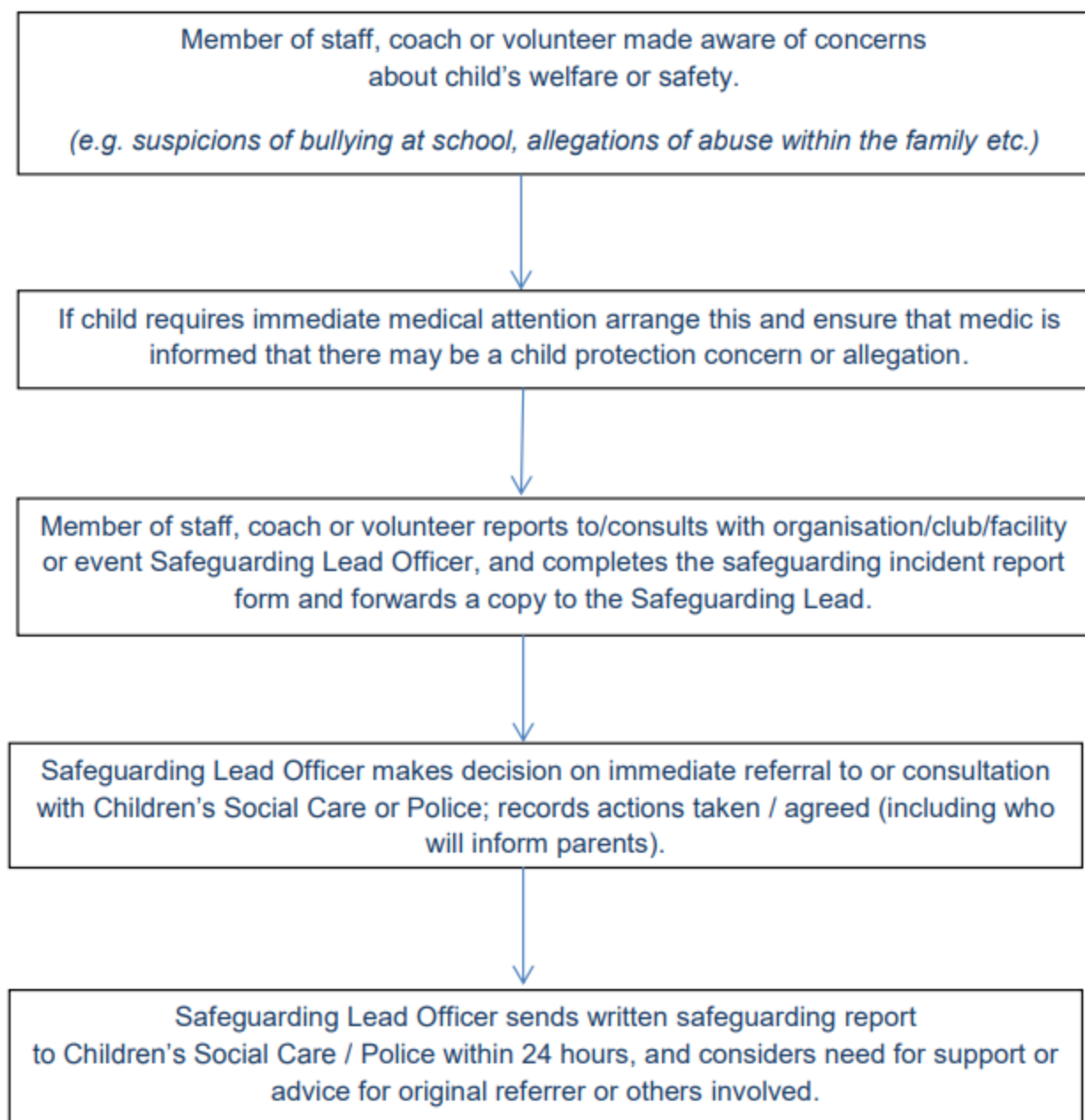




## 2. About the behaviour of another organisation's staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)



### **3. About children and young people arising outside of sport** *(e.g. at home, school or in the community)*





## **Recording**

Should a child make a disclosure a record in writing must be made as soon as possible, using their words as closely as possible and where relevant, using the Safeguarding Report Form.

Note the date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Referral Form

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.



## **Codes of Conduct and Ethics**

The codes of conduct and ethics for all those involved at Southampton Kendo Club can be found as a separate policy. It is essential these are followed in so the highest possible standards of behaviour and conduct in Martial Arts activities are maintained. The principles must be adhered to at all times so that Martial Arts can be enjoyed by all. All those involved at Southampton Kendo Club will show their understanding and commitment to the codes of conduct by signing the membership form.

## **Safer Recruiting**

At Southampton Kendo Club we take all reasonable steps to ensure unsuitable people are prevented from working with children. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. A policy can be found which outlines safer recruiting in further detail.

## **Supervision, support and training**

Once recruited, all staff and volunteers at Southampton Kendo Club will be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

Southampton Kendo Club will ensure that training and resources are available to encourage the development of staff and volunteers. This will include:

- clearly defined roles, responsibilities and qualifications
- a period in which to develop skills whilst supervised
- ongoing support and monitoring

All coaches will undergo training specifically for safeguarding and protecting children in sport. In addition, training developed by sports and other organisations is available to strengthen the skills and knowledge of the sporting children's workforce to safeguard children and young people. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person's role.



## **Complaints**

In order to ensure we develop an open culture where children, members and volunteers feel able to express any concerns, we have a procedure for dealing with complaints from a child, member, volunteer, parent or carer.

## **Recording and Information Sharing**

All sports organisation must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding children. However, information sharing must only ever be with those with a 'need to know'.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation

There are also many situations in which it is mandatory to share information about child safeguarding concerns outside the organisation. Importantly personal information can be shared without of the consent child or parent/carer of the child concerned.

When information is shared without the consent of the parent/carer of the child this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm. You can also contact the NSPCC for advice on 0808 800 5000

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons.



## **Multi-Agency Working**

Safeguarding children's legislation gives the lead role for child safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Sports bodies may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the child and parents/carers to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the child to continue their sporting activity/ their role in the organisation.

## **Appendix 1 - Case Management Groups**

Case Management Groups comprise of a select number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with safeguarding children expertise. The group's role and decision-making powers need to be embedded within the organisation's governance structure and be linked to related organisational functions such as codes of conduct, and the disciplinary policy and procedures.

Case Management Groups will be created as the need arises.

### **Case Management Group roles include:**

- to ratify any actions already taken by the Designated Safeguarding Lead
- to initially assess and agree immediate response to a safeguarding case (does there appear to be a case to answer?).
- to identify appropriate 'route' for case (e.g. internal/ disciplinary action alone or referral to statutory agencies plus internal/ disciplinary action).
- to decide the level (from local to national) at which the organisation will deal with the concern.
- to consider the need for temporary/ interim suspension order (some organisations' Case Management Group issue suspensions directly, while others can only make recommendations to their disciplinary group).
- to review progress of case(s).
- to identify/ communicate learning from cases.

Case Management Groups' membership should include:

- A designated Chair
- A secretary (often the Designated Safeguarding Lead).
- Members from relevant parts of the organisation where appropriate e.g. Coaches or members with relevant experience.
- Co-opted independent safeguarding expertise (e.g. from another Sport or relevant profession such as the Police or Social services).

## **Appendix 2 – Sources of Information and Support**

### **NSPCC**

The UK's leading children's charity.

Tel: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Childline**

Childline is here to help anyone under 19 in the UK with any issue they're going through.

You can talk about anything. Whether it's something big or small, our trained counsellors are here to support you.

Childline is free, confidential and available any time, day or night.

Tel: 0800 1111

Email: (see website) <https://www.childline.org.uk/locker/email/>

One-to-one counsellor chat:

<https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>