

CHILD PROTECTION POLICY

ADAPTIVE MARTIAL ARTS CIC

Statement Of Intent

We in Adaptive Martial Arts (AMA) are committed to a practice which protects children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop an awareness of issues, which cause children and young people harm. We will endeavour to safeguard children and young people by:

- Creating a safe environment in which children and young people can feel comfortable and secure while engaged in any of Adaptive Martial Arts programmes.
- Adopting child protection guidelines through a code of behaviour for all staff
- Sharing information about child protection and good practice with children, parents and staff.

- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Providing effective management for staff through supervision, support and training.

Whilst no one is exempt from being reported please note that the requirements which we set in this document, refer to staff who are client facing or have client interaction.

Principles

The Child Protection Policy is based on the following principles:

All children have the right to participate, enjoy and develop through sport, in a safe and inclusive environment, free from all forms of abuse, violence, neglect and exploitation, children have the right to have their voices heard and listened to. They need to know who they can turn to when they have a concern about their participation in sport.

Everyone, organisations and individuals, service providers and funders, has a responsibility to support the care and protection of young people

Organisations providing sports activities to children and young people have a duty of care to them and should always act in the best interests of the child.

Everyone has the right to be treated with dignity and respect and not be discriminated against based on gender, race, age, ethnicity, ability, sexual orientation, beliefs, religious or political affiliation

Definition of abuse

There is no clear legal definition of 'child abuse' but there are laws to protect children from harm. Examples of abuse include;

Neglect

Neglect is the on-going failure to meet a child's basic physical needs or psychological needs, or both. Neglect can happen during pregnancy because of the mother's substance abuse, or if a father has been violent to a mother during pregnancy. Once a child is born, neglect may happen if a parent:

- doesn't provide adequate food, clothing and shelter. This would include throwing a young person out of the family home
- fails to protect a child from physical and emotional harm or danger
- doesn't supervise a child properly. This would include making inadequate childcare-arrangements
- doesn't allow the child access to appropriate medical care or treatment.

It may also include neglect of a child's basic emotional needs.

The neglect could be intentional or unintentional, and, if assessing a child for neglect, attention should be paid to both parents, not just the mother.

Physical injury

This could be a threat of injury, or an actual physical injury, such as hitting or shaking a child.

Emotional abuse

This is treatment which causes serious damage to a child's emotional development.

Examples include:

constant or unjust punishment

- withholding affection
- telling a child that they are worthless
- not giving a child opportunities to express their views
- preventing a child from taking part in normal social interaction
- letting a child see or hear the ill-treatment of someone else, for example, in a domestic violence situation
- serious bullying, including cyber bullying, causing the child to feel frightened or in danger

All forms of abuse involve some emotional ill-treatment. The abuse could be intentional or unintentional.

Sexual abuse

This is where a child is made to take part in sexual activities, whether or not they know what's happening and whether or not there is a threat of violence. It may involve:

- physical contact, for example, inappropriate touching or sexual assault
- non-contact activities, such as showing children pornographic images or grooming a child in preparation for abuse (including via the internet)
- using young people in prostitution. All young people under 18 used in prostitution are victims of child sexual abuse
- female genital mutilation.

Domestic abuse

If a child sees or hears domestic violence or abuse between their parents, this could, in itself, amount to child abuse. If you're an adult victim of domestic abuse, and you aren't willing to take action to protect yourself, this could lead the local authority having concerns about the harm this could cause your children. If the local authority is already investigating possible concerns about abuse of your child, it's very important for you to tell them about the domestic abuse. This is so you can get the protection that both you and your child need.

The effects of child abuse

As well as the obvious short-term effects, child abuse can lead to long-term and serious damage to a child. For example, it can lead to long-standing physical and mental health difficulties such as depression, eating disorders, substance misuse and self-harm. Children who have been abused may find it hard to trust other people – this could make it difficult for them to form healthy relationships in the future. For all these reasons, it's very important to take steps to protect children from abuse.

Guidance For All Adaptive Martial Arts Staff

Attitudes – Staff Are Committed To:

- Treating children and young people with respect and dignity
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

Leading By Example – Staff Will Endeavour To:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child OR and adult working with young people
- Respect a young person's right to privacy

Physical Contact

Given the nature of martial arts, we understand that physical contact is an intrinsic component of Adaptive Martial Arts' programme. However, staff will never:

Companies Number: 10414220



Do things of a personal nature for a child or a young person that they can do for themselves, such as assisting with personal care

Allow, or engage in, inappropriate behaviour of any kind

Coaches will ensure that a minimum of 2 adult coaches are present at each class, allowing the coach to demonstrate techniques on another adult when there is risk or excessive contact is involved.

Sharing Information

We at Adaptive Martial Arts understand that good communication is essential in any organisation. Every effort will be made to assure that, should individuals have any concerns, they will be listened to and taken seriously.

Children and young people have a right to information, especially any information that could make life better and safer for them. Unless this information is of a confidential nature or safeguarding nature, this will be communicated to the Parent/Guardian in the first instance. Adaptive Martial Arts will act to ensure they have information about how, and with whom they can share their concerns, complaints and anxieties.

Child Protection And General Data Protection Regulations (GDPR)

According to the introduction of the GDPR in 2018, any organisation that needs to hold records about any child must have procedures and policies in place regarding the retention and storage of that information. Adaptive Martial Arts will:

Know the indications for keeping records about a child (e.g. relating to child protection concerns). Information about child protection concerns will be filed separately from general information files and will be documented as soon as any member of staff becomes aware of any concerns.

Assess the timeframe that records must be kept for. Following the advice of the National Society for the Prevention of Cruelty to Children (NSPCC), records relating to child protection will be kept for 7 years after an organisation's last contact with a child and their family. Exceptions to this rule include when information in the records is relevant to legal action that is in process, requested in writing to be erased or if the records have been archived for historical reasons.

Have a plan for how and when records will be destroyed. After the retention period finishes, confidential records will be incinerated or shredded in the presence of a member of Adaptive Martial Arts' staff. Any electronic versions of the record will also be permanently purged.

The GDPR Act of 2018 is not a barrier to sharing information where the failure to do so would cause the safety or well-being of a child to be compromised. Where there

are child protection and safeguarding concerns that require to be shared internally via a reporting form to the safeguarding officers.

Gaining consent to share information

Children have the same rights with respect to their own personal data as adults and have the same rights of privacy. In English law, there is no minimum age at which a child can give valid consent for the disclosure of their information. Current practice accepts that, provided a child is considered capable of giving consent, and child of or over the age of 12 years should be considered to have legal capacity. However, each case must be considered individually on its own merits.

In cases where children are considered incapable of understanding or exercising their rights, for instance because they are too young or suffer from a severe mental disorder, then consent may be given by parents or other persons who are legally able to act on their behalf. Consent provided in this way will only be complied with when assurances are received that they are acting in the best interests of the child.

Circumstances where consent will not be sought include those where to do so would:

- Place a child or young person at increased risk of significant harm
- Prejudice the prevention or detection of serious crime
- Lead to unjustified delay in making enquiries about allegations of significant harm

Photography Or Filming

Photography or filming of children for promotional purposes will only be allowed when explicit written consent is given by the parents/ guardians of the child. These permissions have been extensively integrated into our Client Information Forms which we require before participation in regular Adaptive Martial Arts' activities.

Where Adaptive Martial Arts is contracted or invited in for coaching, it is the sole responsibility of the contractor to gain and distribute consent.

Confidentiality Agreements

Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need-to-know basis. All members of staff must sign and adhere to Adaptive Martial Arts' confidentiality agreement.

Child Protection Representative

Adaptive Martial Arts have a Child Protection Representative. If any worker has any child safety concerns, they should discuss them with them. She will take on the following responsibilities:

- Ensuring that the policy is being put into practice

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- Being the first point of contact for child protection issues
- Keeping a record of any concerns expressed about child protection issues
- Bringing any child protection concerns to the notice of the relevant authorities (Local Authority or NSPCC)
- Ensuring that staff are given appropriate supervision
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

Training, Support And Supervision

As an organisation which offers support and guidance to children and young people, it is imperative that each member of Adaptive Martial Arts staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of Adaptive Martial Arts' procedures.

Each member of staff will receive updated training in Child Protection every two years. Staff should request upskilling as they feel necessary.

Disclosure And Barring Services (DBS) Certificate

The Disclosure and Barring Service (DBS) was established in 2012 and is responsible for making considered decisions regarding whether an individual should be barred from engaging in regulated activity with children, adults or both, in England, Wales and Northern Ireland.

All staff at Adaptive Martial Arts will have a valid Enhanced DBS certificate covering them to work with children and vulnerable adults. These will be requested that they are renewed every 3 years, or if there is any suspicion which lead The Board to believe the status of the staff member may have changed.

Procedures For Reporting Allegations Or Suspicions Of Abuse

In any case where an allegation is made, or someone in Adaptive Martial Arts has concerns, a record should be made. An incident reporting form can be found on the website or by request. Details must include:

-
- Name of child or young person
- Date of Birth
- Home Address
- Name/s and Address of parent/s or person/s with guardianship responsibilities
- Telephone numbers if available
- The event that prompted the concerns, including date and time
- Dates and times of any specific incidents
- Names of any alleged abusers if known. Who this information has been passed onto (e.g. designated officer, social services, etc.)

Companies Number: 10414220

- Has anyone else been consulted?

The Child Protection Representative will immediately inform the Children's Services Referral team by telephone.

Telephone number: 0117 903 6444 (Bristol) OR 01225 396313 (Bath)

Out of hours: 01793 436699 (Bristol) OR 01454 615165 (Bath)

NSPCC 24-hour helpline: 0800 800 5000

Members of Adaptive Martial Arts staff will never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.

Revision and update policy

To keep our policies current and in line with the latest guidelines this document will be updated annually on the 6th October of each year. If there is cause to update the document before this date this will be drafted and sent to the Board of Directors to be signed and published. The last revision date will be recorded within the title of the document, i.e. AMA Child Protection Policy **051018**

The revision date will reflect date in which AMA will adopt the revision and circulate the revised version to staff and make available to members.

Child protection officers

Ashley Jenkins

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07853 401407

Address on request

Ben Tong

ben@scramblestuff.com

079737 19024

Address on request

Companies Number: 10414220



Signatures

This policy was adapted by Adaptive Martial Arts on __05__ / __10__ / __2019__

Name of Adaptive Martial Arts staff member (block capitals):

BENJIMIN TONG & ASHLEY JENKINS.....

Signature of Child Protection Representative and Adaptive Martial Arts CEO, Gina Hopkins

B.Tong, A Jenkins & GE Hopkins

.....
Child Protection Representatives

Incident reporting form

Your name:	Name of organisation:
Your role:	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Child's name:	Child's date of birth:
Child's ethnic origin:	Does the child have a disability:
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else:	
<i>Name:</i> <i>Position within the sport or relationship to the child:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	

Companies Number: 10414220

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email 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:

Email address:

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:

Companies Number: 10414220

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Contact your organisation's designated Safeguarding Officer in line with AMA's reporting procedures.