

# Vale Karate

## Safeguarding policy and procedures

### 1. Introduction

Vale Karate fully recognises the contribution it makes to safeguarding children and vulnerable adults. There are three main elements to our policy:

- *prevention* by establishing a culture that supports wellbeing, through our ethos, the way we teach our karate and the support we offer to our karateka.
- *procedures* for identifying and reporting cases, or suspected cases, of abuse –because of our day-to-day contact with children our instructors and/or coaches are well placed to observe the outward signs of abuse.
- *support* to any karateka who may have raised any wellbeing issue with us.

Our policy applies to all instructors, coaches and other volunteers working in Vale Karate. All adults who undertake any form of support or leadership role may find themselves the first point of disclosure for a child.

All karateka, and in the case of those who are children, all parents, **will be provided with a copy** of this policy. It contains the contact details for the Vale Karate safeguarding officer and Karate Wales' safeguarding officer.

### 2. Prevention

Vale Karate recognises that high self-esteem, confidence, supportive friends, and good lines of communication with a trusted adult helps to safeguard karateka.

Vale Karate will therefore:

- Establish and maintain an ethos where children and vulnerable adults feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the Vale Karate setting who they can approach if they are worried or in difficulty.
- Build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate.
- Take a whole Vale Karate approach to wellbeing which will incorporate safeguarding and preventative measures to support children and families.

### 3. Procedures

In the event of any safeguarding concerns including child protection issues being raised with any member of Vale Karate we will follow the Wales Safeguarding Procedures. This means we will:

- ensure we have a designated safeguarding officer who has undertaken the appropriate training.
- publicise the name and contact details for our safeguarding officer, and the Karate Wales' safeguarding officer.
- arrange support and training for our safeguarding officer, instructors and coaches and other adult volunteers.
- ensure every instructor, coach and volunteer knows:
  - ✓ the names of our safeguarding officer and Karate Wales' safeguarding officer and their roles.
  - ✓ that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police (usually through the safeguarding officer).
  - ✓ how to take forward those concerns when our safeguarding officer is unavailable.
- ensure that all members and adult leaders are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a karateka who may disclose abuse or neglect.

- cooperate as required with any enquiries from the local authority social services and/or the police regarding child protection matters.
- keep written records of concerns raised with our safeguarding officer.
- ensure any child protection records are kept secure and in locked locations.
- adhere to the procedures set out in the Karate Wales' safeguarding policy regarding allegations against any club's or association's instructors, coaches, and volunteers.
- ensure all relevant DBS checks are made in accordance with Karate Wales' membership requirements.
- discuss with Karate Wales any DBS records that disclose relevant content.  
(Flow chart to assist in allegations against people in a Karate Wales member club or association can be found at Appendix 1)

**In response to a disclosure** to our club or association, our safeguarding officer (or the chief instructor where the concern is about the safeguarding officer) will do the following:

- After a disclosure, our safeguarding officer will record all relevant details on our initial contact form, (form can be found at Appendix 2)
- Where a child may be at risk, our safeguarding officer (or chief instructor) will contact the local authority social services and/or the police. Where the importance of the allegation is unclear, we will seek advice for the local authority social services on how to take the matter forward.
- Sometimes an issue may relate to unsafe or poor professional practice which raises concerns about the suitability of any adult to continue working with children or vulnerable adults. In those cases, if the matter is not a direct child protection matter which needs referral to the local authority social services or police, our safeguarding officer will follow the matter through with our chief instructor or the Karate Wales safeguarding officer, with regard to how to deal with the issue raised;
- Where the concern is about our chief instructor the local authority's social services should always be consulted. If the social services advise that the matter is not a child protection concern, but rather about professional practice, we will refer the matter to the Karate Wales safeguarding officer or lead director.

#### **4. Supporting those at risk**

We recognise that any child or vulnerable adults might be at risk, suffer abuse or experience violence, and may be deeply affected by this. Vale Karate will endeavour to support all karateka as best we can, through:

- establishing a Vale Karate ethos which:
  - ✓ promotes a positive, supportive, and secure environment.
  - ✓ gives karateka a sense of being valued.
  - ✓ provides regular opportunities for karateka to have their say, and comment on any concerns or issues they about their or others wellbeing, health, and safety.
  - ✓ has in place a code of conduct for all instructors and coaches, and karateka which forbids all bullying behaviours.
- keeping records and notifying the local authority as soon as there is a recurrence of a concern.

**The safeguarding officer for Vale Karate is Kee Wong**

Phone Number **07827 331234**

Email address [kee.wong191@gmail.com](mailto:kee.wong191@gmail.com)

**The Karate Wales safeguarding officer is Richie Payne**

Phone number **07811269020**

Email address [rpaines@hotmail.com](mailto:rpaines@hotmail.com)

**The Karate Wales Lead Director for safeguarding Roger Nevens**

Phone number **07776 165042**

Email address [rgnevens@hotmail.com](mailto:rgnevens@hotmail.com)

Date Adopted 12<sup>th</sup> July 2021

Next formal review will be 3 years after the adopted date 12/07/24

Review Date	Amendments	Reviewed by	Version

## **Appendix 1: Flow chart 2 allegations against people in a Karate Wales member club or association**

## **Appendix 2: How to Record Concerns**

### **Initial Contact and Case Management Form**

The following information is CONFIDENTIAL. However, safeguarding information may be shared with other agencies such as the police and social services.

Date referral received:

### **Informant's details**

Name of the informant/caller:

Telephone number of informant/caller:

Email address:

Address of informant/caller:

**Child's, young person's, or vulnerable adult's details**

Full name of child, young person, or vulnerable adult :

Date of birth if known:

Address if known:

**Incident or Referral details**

Place where the alleged incident/s took place

Contact name and address of the place where this took place if known

Time(s) and date(s) when the alleged incident/s occurred:

**Case Management Actions**

Date referred onwards and to whom:

Has anyone else been informed of these allegations?

If yes please give their name and contact details

Broad nature of the allegation e.g. bullying; abuse by professional; safeguarding issue at home etc

Keep an ongoing record here of all actions and all intelligence that arises from the management of this case

Name of person completing this form:

**Case Numbers**

Karate Wales/ or clubs Unique Reference Number

Local authority social services or

Police reference Number

Date Added to the Safeguarding Log