

APPENDICES TO SAFEGUARDING POLICY

APPENDICES

Section:

Appendix 1	Code of Conduct- Coaches
Appendix 2	Code of Conduct - Young People
Appendix 3	Code of Conduct - Parents / carers
Appendix 4	Equity Policy
Appendix 5	Guidelines for Transporting Children and Young People
Appendix 6	Supervision of Children & Young People
Appendix 7	Anti-Bullying Policy
Appendix 8	Photographic/Recorded Images Permission Form for The Use Of Photographs And Recorded Images
Appendix 9	Responding to Concerns About a Parent /Carer
Appendix 10	Responding to Concerns About a Member of Staff or Volunteer
Appendix 11	Incident Report Form
Appendix 12	Welfare Officer / Child Protection Officer
Appendix 13	Disclosure & Disbarring Service
Appendix 14	Whistle Blowing Policy
Appendix 15	Recommended Legislation/Guidance & Publications

APPENDIX 1

Code of Conduct for Coaches

All Coaches involved in representing the Welsh Karate Governing Body Ltd (WKGB) at any events, meetings, displays or other activities, where the name and good standing of the WKGB are potentially at risk, **must** demonstrate behaviour of the highest order at all times.

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the content of their sport.
2. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by their sport's Governing Body and hold appropriate insurance cover.
3. Coaches must develop an appropriate working relationship with performers, especially children/ Adults at risk based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Coaches must encourage and guide performers to accept responsibility for their own behaviour.
5. Coaches should hold up to date Nationally recognised Governing Body Coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience, and ability of the individual.
7. Coaches should at the outset clarify with performers, and where appropriate their parents, exactly what is expected of them and what performers are entitled to expect from the coach.
8. Coaches should co-operate fully with other specialists e.g. other coaches, officials, sports scientists, doctors, and physiotherapists in the best interest of the performer.
9. Coaches should always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.
10. Coaches must consistently display high standards of behaviour and appearance.

This charter is reproduced by courtesy of **UK Coaching** For more information on guides for sports visit <http://www.ukcoaching.org>

APPENDIX 2

Code of Conduct for Young People

As a member of the WKGB and/or its member association you are expected to abide by the following junior code of practice:

Children /young people are expected to:

- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team members
- Keep yourself safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly and be trustworthy
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat or be violent and aggressive
- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach.
- Play within the rules and respect the official and their decisions
- Show respect to others and show team spirit
- Take care of equipment owned by the club (and the WKGB)
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chatrooms or texting
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying or persistent use of rough and dangerous play
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Pay any fees for training or events promptly
- Not smoke on club premises or whilst representing the club at competitions
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club

APPENDIX 3

Code of Conduct for Parents / Carers

- Encourage your child to learn the rules and work within them.
- Discourage unfair play and arguing with Instructors.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in a martial art.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept Officials and Instructors judgements.
- Support your child's involvement and help them enjoy their martial art.
- Use correct and proper language at all times.
- Leave the coaching to the Coaches.
- Ensure mobile phones are turned off during your child's session.
- Actively discourage breaches of conduct in other parents.

APPENDIX 4

Equity Policy

Statement of Intent

The **Welsh Karate Governing Body** is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, competitor, child/young person receives less favourable treatment on the grounds of age, gender, ethnic status, parental/marital status, nationality, religious belief, political persuasion, social background and sexual preference.

Legal Requirements:

The **Welsh Karate Governing Body** is required by law, not to discriminate against its employees, members, or volunteers and recognises its legal obligation under the following acts and subsequent revisions.

- Equal Pay Act 1970.
- Sex Discrimination Act 1975.
- Race Relations Act 1976.
- Disability Discrimination Act 1995.
- Rehabilitation of Offenders Act 1974.
- Children's Act 2004.

Types of Discrimination:

Discrimination can take the following forms:

Direct Discrimination - This means treating someone less favourably than you would treat others in the same circumstances.

Indirect Discrimination - This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one group.

The **Welsh Karate Governing Body** is fully committed to equality of opportunity and where decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the performance of the sport.

Harassment - Can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient.

The **Welsh Karate Governing Body** is committed to ensuring that all staff, volunteers, and competitors can conduct their activities in an environment that is free from harassment or intimidation.

A copy of this document will be available to all staff, members, competitors, and volunteers. Appropriate disciplinary action will be taken against any employee, member or volunteer who violates the **Welsh Karate Governing Body** Equity Policy.

APPENDIX 5

Guidelines for Transporting Children & Adults at Risk

It is important to ensure that all steps are taken to ensure the safe transport of children and adults at risk. If

children / adults at risk are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance.
- Ensure sufficient supervisors are on each coach.
- All participants have a seat and seat belt regulations are adhered to.
- Parents/carers are issued with detailed information of pick up and drop off points and times.
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there.

If children / adults at risk are to be transported by air the following should be considered:

- Use a reputable company providing transport and necessary insurance.
- Ensure sufficient supervisors are present.
- Parents/carers are issued with detailed information of
 - Flight details
 - Hotel arrangements
 - Pick up and drop off points and times
 - Emergency contact information of support team
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.

Under any circumstances should a Coach / supervisor transport a child or adult at risk in their own.

APPENDIX 6

Supervision of Children and Adults at Risk

Prevention is the most important aspect of supervision of children and young people. From the moment the child /adult at risk arrives at the event, staff and volunteers are acting in Loco Parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children/adults at risk are essential. It must always be clear, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on www.ofsted.gov.uk). For children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. Generally, where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access of photos of children/adults at risk (attached to their consent form) in the event of them having to report a participant missing to the police.

APPENDIX 7

Anti-Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling), emotional (e.g. isolating an individual from activities). The bullying may take one or all forms of the aforementioned. They will include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker than the bully or bullies.
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing or theft.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive/offensive comments of a sexual nature.

Emotional and verbal bullying is more likely however it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti bullying policy to which all its members, coaches, players, staff and volunteers and parents subscribe to and accept.

Every club should be prepared to:

- Take the problem seriously.
- Investigate any incidents.
- Talk to bullies and victims separately.

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim.
- Inform parents of the bully(ies).
- Insist on the return of items 'borrowed' or stolen.
- Insist bullies compensate the victim.
- Hold club discussions on bullying.
- Provide support for the coach of the victim.
- Remind all members of the Code of Conduct they are required to follow.

APPENDIX 8

Photographic/ Recorded Images

While the **Welsh Karate Governing Body** recognizes that publicity and pictures/recordings of children and Adults at risk enjoying **Karate** are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardian/children/Adults at risk have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and young Permission Form.
- All children/Adults at risk must be appropriately dressed, for the activity taking place.
- Photography or recording should focus on the activity rather than a person and personal details, which might make the child/Adult at risk vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the event.
- Club's or organisations' coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- Participants and parents must be informed that a photographer/camera person will attend an event and ensure consent to both taking and publishing is given.
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents, children/Adults at risk should be informed that if they have any concerns, they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.



Welsh Karate Governing Body Ltd

Corff Llywodraethol Karate Cymru Cyf

Parent/Guardian Permission Form for the use of Photographs and Recorded Images at WKGB Events

I _____ (insert parent/carer full name)
Consent to the photographing/videoing and publication of,

_____ (name of young person) Under the **Welsh Karate Governing Body** Safeguarding and Best Practice guidelines and I confirm that I am legally entitled to give this consent.

I also confirm _____ (name of child/Adult at risk) is not under a court order.

Signature of Parent/Guardian: _____

Date: _____

I _____ (name of child Adult at risk) consent to the photographing/videoing and publication of images of my involvement in **Karate** under the **Welsh Karate Governing Body** Safeguarding and Best Practice Guidelines.

Signature of Athlete: _____

Date: _____

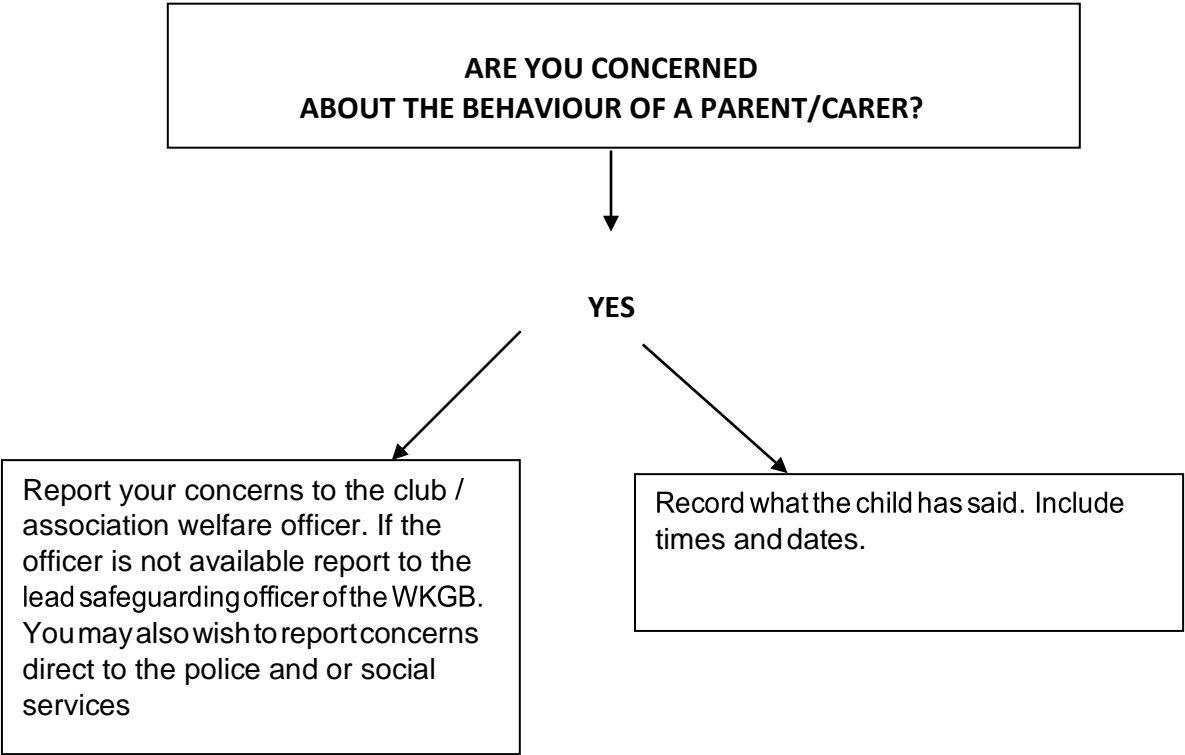
Please return this form to:

Welsh Karate Governing Body
63 Ashcroft Crescent
Fairwater
Cardiff
CF5 3RL
admin@welshkarate.org.uk

APPENDIX 9

Responding to Concerns About Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer.



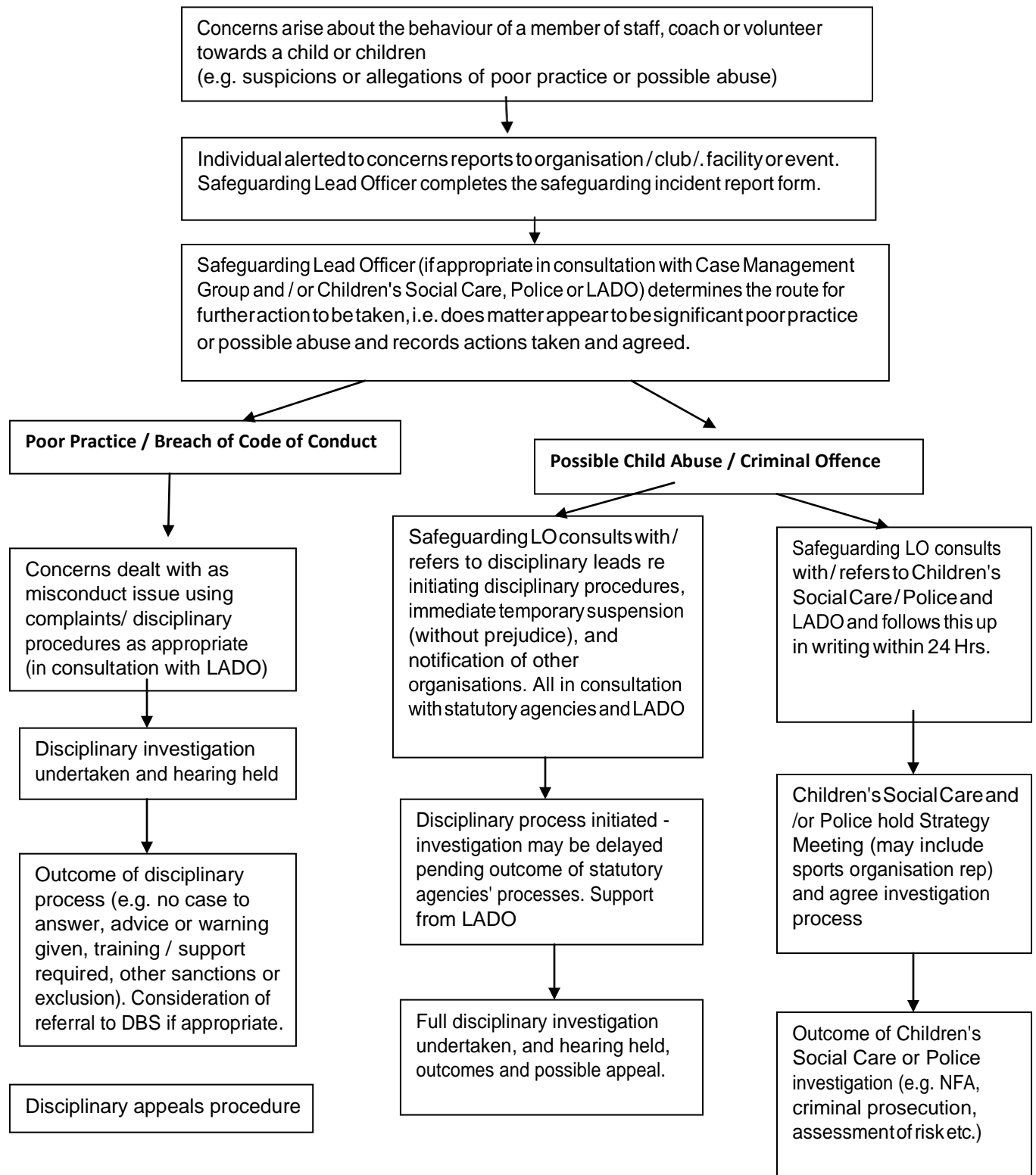
Remember:

- **Maintain confidentiality.**
- **Ensure the person in charge follows up with the police and or social services.**

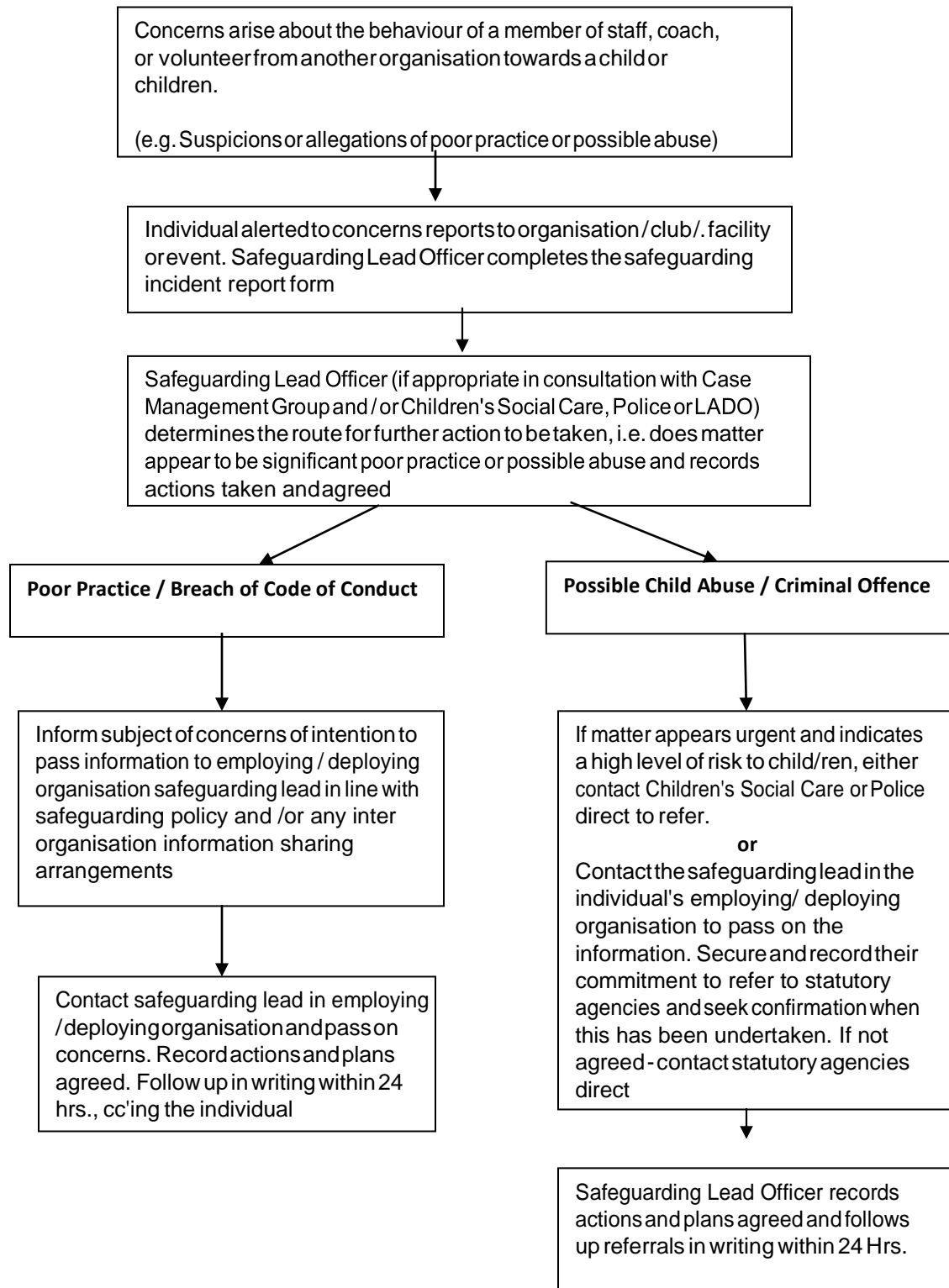
APPENDIX 10

Outline safeguarding reporting procedure concerns. (Courtesy of CPSU)

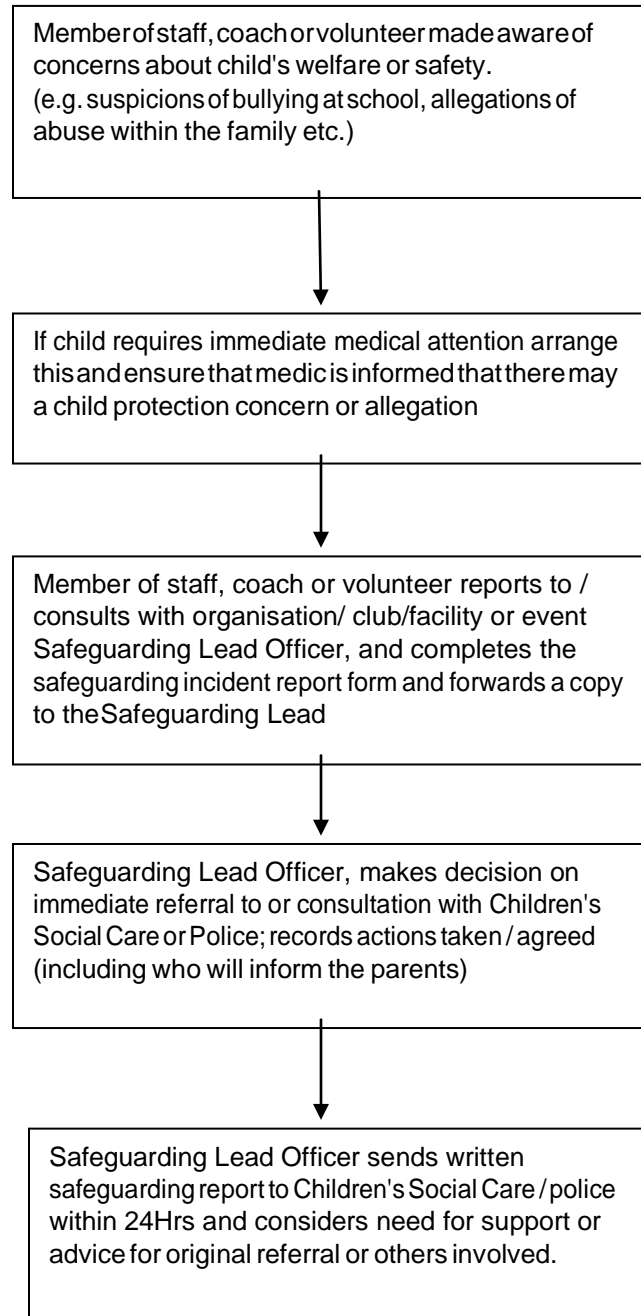
1. About the behaviour of the organisation's staff member or volunteer.
(e.g. allegation about a coach or officers behaviour towards a child)



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



3. Concerns about children / young people arising out of sport
(e.g. at home, school or in the community)



APPENDIX 11

Incident Report Form

Name of Child/Adult at risk: _____ Age/D.O.B.: _____

Parent/Carer's Name: _____

Home Address: _____

Telephone Number: _____

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.

Brief description of the concerns: include date, time, location etc. of specific incidents

Any physical signs? Behavioural Signs?

Have you spoken to the child/Adult at risk? If so what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anyone been alleged to be the abuser? If so give details, including the relationship with the child.
Have you consulted with anyone else? Give details.

Your name/position: _____

To whom reported and date of reporting? Give contact information for future reference.

Signature: _____

Date: _____

Forward this form to:

**Welsh Karate Governing Body registered office
63 Ashcroft Crescent
Fairwater
Cardiff
CF5 3RL**

(Note any paper correspondence to be marked private and confidential.)

APPENDIX 12

Welfare Officer (WO)/ Child Protection Officer (CPO)

Every WKGB Member Association should designate a person or persons to be responsible for dealing with any concerns about the Protection of Children/Adults at Risk

Individual Member Association WO/CPO's WKGB role/responsibilities and how they can be contacted should be available to all association members. The Officer should ensure they are knowledgeable about Child/Adults at risk protection and that they undertake any training considered necessary to keep themselves updated on new developments.

Role:

- Establish contact with senior member of social services staff responsible for child protection in the organisations catchment area.
- Provide information and advice on child protection within the organisation.
- Ensure that the organisation's child protection/Adults at risk policy and procedures are followed and particularly to inform social services of relevant concerns about individual athletes.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing.
- Liaise with social services and other agencies as appropriate.
- Keep relevant people within the organisation, particularly the head or leader of the organisation, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- Advise the organisation of child protection training needs.

APPENDIX 13

Disclosure & Barring Service (Formerly the Criminal Records Bureau)

The Disclosure & Barring Service (DBS) enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the DBS is available to all organisations working with children and Adults at risk, either directly as registered bodies or through 'umbrella' organisations. Should any

WKGB member wish to obtain further details on DBS access they should contact

Roger Williams
WKGB Ltd DBS Lead Officer
rogerwilliamspurple@gmail.com

APPENDIX 14

WHISTLE BLOWING POLICY

Introduction

The Welsh Karate Governing Body Ltd (WKGB) is committed to creating and maintaining the safest possible environment for adults, children and young people to participate in Karate in Wales and recognises its responsibility to promote a safe environment for any concerns to be reported without fear of reprisal.

Whistle-blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

The Public Interest Disclosure Act 1998 protects those who raise legitimate concerns about specified matters. It makes provision about the kinds of disclosure that may be protected and the circumstances in which disclosures are protected.

This policy is therefore intended to comply with the Act by encouraging everyone in Welsh Karate to make disclosures about fraud, misconduct or wrongdoing to the sport of Karate and anyone within it, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

Principles

- Everyone should be aware of the importance of eliminating fraud or wrongdoing.
- You should report anything that you become aware of that is illegal
- You will not be victimised or dismissed for raising a legitimate matter under this procedure
- Victimisation of a member for raising a qualifying disclosure under this procedure will be a disciplinary offence and dealt with under WKGB's disciplinary procedure
- Covering up someone else's wrongdoing is also a disciplinary offence. Never agree to remain silent about a wrongdoing, even if it is told to do so by a person in authority
- You will not be penalised for raising a qualifying disclosure even if it is not upheld, unless the complaint was both untrue and made in bad faith
- It is not the responsibility of the person reporting the disclosure to investigate any complaint; that responsibility lies with the WKGB.

- Confidentiality should be upheld in line with legislation and government guidance and will be maintained during the process to the extent that it is practical and appropriate in the circumstances
- Finally, maliciously making a false allegation is a disciplinary offence.

Aims and Scope of This Policy

This policy aims to:

- encourage all employees and members to feel confident in raising serious concerns and to question and act upon concerns
- provide avenues for you to raise concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

Qualifying Disclosures

WKGB would expect any members or employee's to report any of the following:

- a criminal offence (including fraud)
- a failure to comply with a legal obligation
- a miscarriage of justice
- the endangering of an individual's health and safety
- damage to the environment
- deliberate concealment of information relating to any of the above.
- harassment or victimisation

Where the nature of the disclosure is not included in the above list, it should be made by way of the organisation's Grievance Procedure and not under the Whistle-Blowing Procedure.

Your belief must be reasonable, but it need not be correct. It might be discovered subsequently that you were in fact incorrect, you would then be asked to show that you held the belief in good faith and that it was a reasonable one to hold in the circumstances at the time.

How to Raise a Concern

As a first step, you should normally raise concerns with your line manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the

malpractice. For example, if you believe a line manager is involved you should approach the President.

- Concerns should be raised in writing.
- The earlier you express the concern the easier it is to act

How WKGB Will Respond

WKGB will respond to your concerns. Where appropriate, the matter raised may:

- be investigated through the disciplinary process
- be referred to police/ social services

To protect individuals and those accused of possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall in the scope of specific procedures, for example, Safeguarding and Protecting Children, will normally be referred for consideration under those specific policies and procedures.

Disclosure Procedure

1. If you wish to make a qualifying disclosure, you should in the first instance report the situation to an appropriate manager.
2. Such disclosures should be made promptly so that any investigation may proceed and any action taken quickly.
3. Any qualifying disclosure will be reported to the WKGB Disciplinary Officer who will Determine who will investigate the disclosure in accordance with the WKGB Disciplinary procedures.
4. Once an investigation has been conducted and completed, you will be informed in writing of the outcome and WKGB's conclusions and decision as soon as possible.
5. If you wish to appeal against WKGB's decision, you must do so in writing within five working days of the decision. On receipt of an appeal the WKGB Disciplinary officer will make arrangements to hear your appeal.
6. Following WKGB hearing your appeal, you will be informed in writing of the outcome and WKGB's conclusions and decision within five working days.
7. Once WKGB's decision has been finalised, any necessary action will be taken. If no action is to be taken, the reasons for this will be explained to you.
8. If, on conclusion of the above stages, you reasonably believe that appropriate action has

still not been taken, you may report the matter to the proper authority in good faith.

9. The Act sets out a few prescribed bodies or persons to which qualifying disclosures can be made. However, WKGB always encourages members and staff to raise their concerns directly in the first instance, rather than externally

Anonymous Allegations

This policy encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously are much less powerful but will be considered at the discretion of WKGB.

In exercising this discretion, the factors to be considered would include:

- the seriousness of the issues raised
- the credibility of the concern

APPENDIX 15

Recommended Legislation/Guidance & Publications

The Children Act 1989. (England and Wales)

www.legislation.gov.uk/ukpga/1984/37/contents

The Data Protection Act 1984

www.legislation.gov.uk/ukpga/1984/35/pdfs/ukpga

The Human Rights Act 1998

www.legislation.gov.uk/ukpga/1998

The Protection of Children Act 1999

www.legislation.gov.uk/ukpga/1999

Sexual Offences (Amendments) Act 2000

www.legislation.gov.uk/ukpga/2000/44/contents

The United Nations Convention on the Rights of the Child

www.unicef.org.uk/what-we-do/un-convention

Working Together to Safeguard Children

www.gov.uk/government/publications/working-together

Publications

SafeSportAway: a guide to planning

www.cpsu.org.uk/resources/library/tools/safe-sport

Code of ethics and conduct for sports coaches

icf-codeofethics-coachfederation.org.uk

Sports check: a step by step guide for sports organisations to safeguard children : cpsu.org.uk