



**Welsh Karate Governing Body Ltd**  
**Corff Llywodraethol Karate Cymru Cyf**

**SAFEGUARDING POLICY**

**Child Protection  
&  
Adults at Risk  
Policy**

**Date of Issue: February 2018**

**This policy will be reviewed February 2021**

# **Child Protection Policy & Procedures**

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## **SECTION 1**

### **CHILD PROTECTION & ADULTS AT RISK POLICY**

#### **1.1 Introduction**

Everyone who participates in *Karate* is entitled to do so in an enjoyable and safe environment. The *Welsh Karate Governing Body Ltd (WKGB)*, have a moral and legal obligation to ensure that, when given responsibility for children and adults at risk, coaches and volunteers provide them with the highest possible standard of care.

The *WKGB* is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children and adults at risk from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people and adults at risk with appropriate safety/protection whilst in the care of the *WKGB* and to allow staff and volunteers to make informed and confident responses to specific child protection and adult at risk issues. A child is defined as a person under the age of 18 (Children's Act 1989)

An adult at risk is defined by the DOH as a person aged 18 or over who may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation (for further information refer to the Care Act 2014).

#### **1.2 Policy Statement**

The Welsh Karate Governing Body Ltd (*WKGB*) 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 and complies with best practice.

The policy recognises that the welfare and interests of children and adults at risk 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 of sport at the *WKGB* in a safe and child centred environment

- are protected from abuse whilst participating in karate or outside of the activity.

The WKGB 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 the WKGB 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.
- Working in partnership with parents, is essential for the protection of children.
- Working in partnership with advocates is essential for the protection of adults at risk.

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

## **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board
- as a result of any other significant change or event.

(Last reviewed January 2018)

**Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.**

### **1.3    Legal and Procedural Framework for children**

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance. (See Appendix 16)

- The Children Act 1989.
- The UN Convention on the Rights of the Child.
- Human Rights Act (1998).
- The Data Protection Act (1998).
- Sexual Offenders Act 2003
- Children Act 2004
- Office of Public Guardian Safeguarding Policy May 2013 & the Care Act 2014
- Safeguarding Children: Working Together under the Children Act 2004
- All Wales Child | Protection procedures 2008
- Protection of Freedoms Act 2012

## SECTION 2

### PROMOTING GOOD PRACTICE

#### 2.1 Introduction

To provide children and adults at risk with the best possible experience and opportunities in **Karate**, everyone must operate within an accepted ethical framework such as “The Coaches Code of Conduct” and an Equity Policy (**See appendix 1 &4**).

It is not always easy to distinguish poor practice from abuse. It is therefore **NOT** the responsibility of everyone including participants and volunteers in **Karate** to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, and adult at risk as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

#### 2.2 Good Practice

All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of **Karate** fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all children, young persons and adults at risk equally and with respect and dignity.
- Always put the welfare of the child, young person and adults at risk first, before winning.
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or adult at risk or to share a room with them).
- Avoid unnecessary physical contact with children and adults at risk. Where any form of manual/physical support is required it should be provided openly and with the consent of the child or adult at risk. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and consent has been given.

- Involve parents/carers wherever possible, e.g. where children/adults at risk need to be supervised in changing rooms, encourage parents to take responsibility for their own child / adult at risk. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs.
- Request written parental consent if club officials are required to transport children in their cars.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- Ensure that if mixed teams are taken away, they should always be accompanied by a Male and Female member of staff.
- Ensure that at away events adults should not enter a child's or adults at risk room or invite a child / adult at risk to their rooms.
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of children/adults at risk.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of the child / adult at risk without sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.
- Secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.

### **2.3 Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with children/adults at risk away from others.
- Taking children/adults at risk alone in a car on journeys, however short.
- Taking children/adults at risk to your home where they will be alone with you.
- Sharing a room with a child / adult at risk.

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing children/adults at risk to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child / adult at risk even in fun.
- Reducing a child / adult at risk to tears as a form of control.
- Allow allegations made by a child / adult at risk to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the child /adult at risk can do for themselves.

Where a case arises, where it is impractical or impossible to avoid certain situation e.g. transporting a child /adult at risk in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the child /adult at risk involved.  
**(See Appendix 5 &6).**

If during your care you accidentally hurt a child,/ Adult at risk they seem distressed in any manner, appears to be sexually aroused by your actions and/or if the child /Adult at risk misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed if an incident with a child occurs

## **2.4    Physical Contact in Sport**

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury.
- Meet the requirements of the particular sport.



Physical contact should not

Not involve touching genital areas, buttocks or breasts.

- Meet the need of the child and not the need of the adult.
- Be fully explained to the child and with the exception of an emergency, permission should be sought.
- Not take place in secret or out of sight of others.

Records of injuries should be fully recorded

## SECTION 3

### DEFINING CHILD /ADULT AT RISK ABUSE

#### 3.1 Introduction

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child /adult at risk regardless of their age, gender, race or ability.

There are four main types of abuse relating to children: **physical abuse, sexual abuse, emotional abuse and neglect. There are additional categories for adults including financial and institutional all of which may result in significant harm to the individual.**

The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child / adult at risk directly, or may be responsible for abuse because they fail to prevent another person harming the child / adult at risk.

Abuse in all of its forms can affect a child / adult at risk at any age. The effects can be so damaging that if not treated, may follow the individual into adulthood.

Children/adults at risk with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

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#### 3.2 Types of Abuse

**Physical Abuse:** Where adults physically hurt or injure a child / adult at risk e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. Giving children alcohol or inappropriate drugs could also constitute abuse.

This category of abuse can also include when a Parent/Carer reports non-existent symptoms or illness deliberately causes ill health in a child / adult at risk they are looking after.

In a sports situation, physical abuse may occur, when the nature and intensity of training, disregards the capacity of the child's immature and growing body.

**Emotional Abuse:** The persistent emotional ill treatment of a child / adult at risk likely to cause severe and lasting adverse effects on the child/adult at risk emotional development. It may involve telling a child / adult at risk they are useless, worthless, unloved, inadequate or valued

in terms of only meeting the needs of another person. It may feature expectations of children/adult at risk that are not appropriate to their age or development.

It may cause a child / adult at risk to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill treatment of children/adult at risk whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child / adult at risk is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

**Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages facebook and /or equivalent social media platforms), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child / adult at risk too hard to succeed, or a rival athlete or official uses bullying behaviour. **(See Appendix 7)**

**Neglect** occurs when an adult fails to meet the child/adults at risk basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child /adult at risk safe, or exposing them to undue cold/heat or unnecessary risk of injury.

**Sexual Abuse** occurs when adults (male and female) use children/adults at risk to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children/Adults at risk pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with children/Adults at risk could potentially create situations where sexual abuse may go unnoticed. Also the power of the Coach over young athletes, if misused, may lead to abusive situations developing.

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### 3.3 Indicators of Abuse

Even for those experienced in working with child /adult at risk abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child / adult at risk is being abused may include one or more of 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 an explanation seems inconsistent.
- The child /adult at risk describes what appears to be an abusive act involving them.
- Another child or adult expresses concern about the welfare of a child / adult at risk.
- Unexplained changes in a child's behaviour/Adults at risk , e.g. Becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions.
- An unexplained drop off in performance.

- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. On food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in the **Welsh Karate Governing Body** to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

### **3.4 Use of Photographic/Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children/Adults at risk. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid. **(See Appendix 8)**

## SECTION 4

### RESPONDING TO CONCERNS & ALLEGATIONS

#### 4.1 Introduction

It is not the responsibility of anyone working in the **Welsh Karate Governing Body** in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the child/adult at risk. This applies **BOTH** to allegations/suspensions of abuse occurring within the **Welsh Karate Governing Body** and to allegations/suspensions that abuse is taking place elsewhere. (See Appendix 9,10,&11)

This section explains how to respond to allegations/suspensions.

#### 4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child / adult at risk that they are not to blame and that it was right to tell.
- **Listen** to the child / adult at risk showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- **Inform** the child /adult at risk that you have to inform other people about what they have told you. Tell the child / adult at risk this is to help stop the abuse continuing.
- **Safety of the child /adult at risk** is paramount. If the child / adult at risk needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection/adult at risk issue.
- **Record** all information.
- **Report** the incident to the club/welfare officer.

**In all cases if you are not sure what to do you can gain help from NSPCC 24 hr help line Tel No: 0808 800 5000**

### 4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions. ( See Appendix 10 &11)

Information should include the following:

- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child/adult at risk account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record detail.

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### 4.4 Reporting the Concern -Child protection

All suspicions and allegations **MUST** be reported to the Club or Association Designated Child Protection Officer. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The **Welsh Karate Governing Body** expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the designated Club Child Protection Officer is not available you should contact the Association Child Protection Officer alternatively you could seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

A summary of reporting procedures is provided in **Appendix 10**. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the Police are immediately involved.

- **Child Protection** in which case the Social Services (and possibly) the Police will be involved.
- **Disciplinary or Misconduct** in which case **Welsh Karate Governing Body** will be involved.

## General

As mentioned previously in this document the **Welsh Karate Governing Body** are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child /adult at risk protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: It may be just one of a series of other incidences which together cause concern.**

Any suspicion that a child / adult at risk has been abused by an employee or a volunteer should be reported to the **Welsh Karate Governing Body** who will take appropriate steps to ensure the safety of the child / adult at risk in question and any other child / adult at risk who may be at risk. This will include the following:

- The **Welsh Karate Governing Body** will refer the matter to social services department
- The parent/carer of the child / adult at risk will be contacted as soon as possible following advice from the social services department
- The Chief Executive of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- The Child Protection Officer should also notify the relevant sport governing body
- If the club Child Protection Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser.



**Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.**

### **What I do if I am concerned about a Adult at Risk?**

If the person is in immediate danger you should first ensure that they are safe, and contact the emergency services if necessary, report suspected abuse by contacting Social Services. Note permission from the person in question must be obtained prior to official reporting and taking action unless permission is obtained from their advocate. If in doubt contact social services who will guide you through the correct procedures.

If you think that a criminal act has or may have taken place you can contact the police.

All reports to be sent to **Roger Williams, Lead Safeguarding Officer, WKGB.**  
email [wkgbsafeguarding@gmail.com](mailto:wkgbsafeguarding@gmail.com).

### **4.5 Whistle Blowing**

It is important that the organisation has well known procedures for enabling staff and volunteers to share, in confidence with a designated person, concerns they may have, about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

The **Welsh Karate Governing Body** is fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated CPO. All staff and volunteers will be encouraged to talk to the designated if they become aware of anything that makes them feel uncomfortable. **(see appendix 14)**

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### **4.6 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)**

- Report your concerns to the Club Child Protection Officer **(See Appendix 10 & 11)**.
- If the Club Child Protection Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately.
- Social Services and the Club Child Protection Officer will decide how to inform the parents/carers.

- The Club Child Protection Officer should also report the incident to the **Welsh Karate Governing Body**. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.
- Maintain confidentiality on a need to know basis.

#### 4.7 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Child Protection Officer.
- The parents of the child.
- Advocate for the adult at risk
- The person making the allegation.
- Social Services/Police.
- The **Welsh Karate Governing Body** Regional Development Manager / case management panel and your Sport Governing Body Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child).

Seek Social Services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

#### 4.8 Internal Inquiries and Suspension

The **Welsh Karate Governing Body** Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the **Welsh Karate Governing Body** Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such case the **Welsh Karate Governing Body** Disciplinary Committee must reach a decision based upon the available information which could

suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child / adult at risk should remain of paramount importance throughout.

## **4.9 Working with the Aftermath**

After a suspicion or allegation about a child protection/adult at risk concern has been investigated, there is likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact.
- Guilt and blame - if suspicions had been around for some time.
- Impact - on individuals, or the nature of what occurred and to whom.
- Gaps in the organisation in terms of roles and post held.

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

## **SECTION 5 RECRUITING & SELECTING**

### **5.1 Introduction**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children/adults at risk. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children/adults at risk the following steps should be taken when recruiting

### **5.2 Controlling Access to Children**

- All WKGB Officials including Coaches are required to hold a current Disclosure & Barring Service DBS check

### **5.3 Interview and Induction**

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures.
  - Their qualifications should be substantiated.
  - The job requirements and responsibilities should be clarified.
  - They should sign up to the organization's Code of Ethics and Conduct.
  - Child Protection Procedures are explained and training needs identified e.g. Basic Child Protection awareness.
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### **5.4 Training**

In addition to pre-selection checks, the safeguarding process requires coaches to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.

- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

The **Welsh Karate Governing Body** requires:

- **All** staff and volunteers who have access to children/adults at risk to undertake relevant child protection training to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection and hold a current a DBS check.
- **All** staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.

**All** coaches, trainee coaches and leaders should have an up to date First Aid qualification

## SECTION 6 USEFUL CONTACTS

### **Childline UK**

[www.childline.org.uk](http://www.childline.org.uk)

Post 1111

London N1 OBR

Tel - 0800 1111

### **DBS customer service**

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Telephone: 0870 90 90 811

Minicom: 0870 90 90 344

Welsh line: 0870 90 90 223

Monday to Friday, 9am to 5pm

### **Transgender applications**

[www.gov.uk/guidance/transgender-applications](http://www.gov.uk/guidance/transgender-applications)

Sensitive applications team

Customer services

PO Box 165

Liverpool

L69 3JD

### **NSPCC Child Protection Helpline**

National Helpline 0808 800 5000

[www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline](http://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline)

### **MIND**

[www.mind.org.uk](http://www.mind.org.uk)

### **Ann Craft Trust**

[www.anncrafttrust.org](http://www.anncrafttrust.org)

### **Child Protection in Sport Unit**

<https://thecpsu.org.uk>

### **CEOP**

[www.ceop.police.uk](http://www.ceop.police.uk)

**WKGB Lead Safeguarding Officer**

Roger Williams

[www.welshkarate.ork.uk](http://www.welshkarate.ork.uk)

**WKGB registered office**

63 Ashcroft Crescent

Fairwater

Cardiff

CF5 3RL

<https://www.welshkarate.org.uk>

**Police and Social Services**

Consult your telephone directory for the most relevant local numbers