

## Tora Kai Karate – Child Protection Policy Statement

### Policy Aims

The aim of the Tora Kai Karate Child Protection Policy is to promote good practice by:

- Providing children and young people with appropriate safety and protection whilst in the care of Tora Kai Karate.
  - Enabling all staff and volunteers to make informed and confident responses to specific child protection issues.
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### Policy Statement

Tora Kai Karate aims to create an enjoyable environment for all junior members who wish to take part in martial arts and social activities at the club.

Tora Kai Karate affirms that:

- Young people have the right to be safe, secure, and free from threat.
- Young people have the right to be treated with respect, and their concerns must be listened to and acted upon.

We will ensure that:

- Junior members have a designated programme and facilities with adequate supervision.
  - All Chief Instructors/Instructors are aware of this policy and will continue to undertake relevant safeguarding training, including attendance at child protection courses and undergoing appropriate vetting.
  - All adults working with young people sign the Tora Kai Karate Child Protection self-declaration form.
  - An appointed Child Protection Officer is available and accessible to all members, parents, and volunteers.
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### Designated Child Protection Officer (CPO)

The CPO has full discretion in sensitive matters and will act with total confidentiality. They are responsible for the protection of young members and will:

- Be available to any concerned parent, member, or volunteer.
- Implement appropriate vetting procedures for adults involved in activities such as transport, visits, and competitions.
- Obtain two references and an enhanced DBS check for anyone wishing to become a Chief Instructor, Instructor, or helper.
- Liaise with the Tora Kai Karate management committee where necessary.

If you have concerns about a child being at risk of abuse during Tora Kai Karate activities, please speak with the CPO.

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### Promoting Good Practice

Abuse can occur in many environments, including sport. Individuals may seek positions of trust to gain access to children. All staff, instructors, and volunteers must remain vigilant.

When a child has suffered abuse outside the club, martial arts can provide a positive outlet and rebuild self-esteem. In such cases, cooperation with relevant external agencies is essential.

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### **Good Practice Guidelines**

Personnel should follow these key principles:

1. Maintain professionalism and exemplary personal behaviour.
  2. Avoid being alone with a child where possible.
  3. Remain vigilant about how actions might be misinterpreted.
  4. Treat all children fairly and without favouritism.
  5. Be cautious with physical contact; use it only when necessary for instruction.
  6. Never use inappropriate language or respond to sexual innuendo.
  7. Use suitable training methods tailored to age and ability.
  8. Ensure parents are informed if one-on-one interactions are unavoidable.
  9. Conduct all interactions in open, observable environments.
  10. When on trips, always ensure at least two adults are present when interacting with children.
  11. Report any child protection concerns immediately and confidentially to the CPO.
  12. Avoid discussing allegations with anyone other than appropriate authorities.
  13. Record all concerns with factual detail and distinguish between fact and opinion.
  14. Do not comment to the media—refer enquiries to the CPO.
  15. Remember: visibility and openness are your best protection.
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### **Practices to Avoid (Unless in Emergencies)**

- Spending excessive time alone with a child.
  - Transporting children without another adult's knowledge or presence.
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### **Practices Never to Be Sanctioned**

You must never:

- Engage in rough or sexually provocative games.
  - Share a room with a child.
  - Touch a child inappropriately.
  - Allow inappropriate language or comments.
  - Use humiliation or intimidation as control.
  - Ignore a child's allegation or distress.
  - Invite children to your home unsupervised.
  - Perform personal tasks for a child that they can do for themselves (unless agreed and necessary).
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### **Recording and Reporting Incidents**

Report and document if:

- You accidentally hurt a child.
- A child appears distressed or sexually aroused by your actions.
- There is any misunderstanding or misinterpretation of your behaviour.

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## Filming/Photography at Martial Arts Events

Video may be used for coaching purposes, with prior awareness and consent from parents/carers. Footage must be stored securely.

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## Recruitment and Training of Staff/Volunteers

All applicants must:

- Complete an application and self-declaration form.
- Consent to a DBS check.
- Provide two references (one from previous child-related roles).
- Provide proof of identity.

Interview & Induction Includes:

- Verifying the application and qualifications.
- Explaining job responsibilities and child protection protocols.
- Signing the Tora Kai Karate Code of Ethics.

Training Includes:

- Awareness of good practice and child protection.
  - First aid (where applicable).
  - Ongoing refresher training when required.
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## Responding to Allegations or Suspicions

1. Poor Practice

- The CPO addresses allegations as misconduct.
- If the CPO is involved, escalate to a senior officer or management board.

2. Suspected Abuse

- Report to the CPO immediately.
  - CPO refers to social services or police.
  - Parents are contacted after advice from authorities.
  - If the CPO is implicated, report directly to a senior instructor or management board.
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## Confidentiality

Share information only with:

- The CPO
- Social services/police
- The child's parents/carers
- Tora Kai Karate senior management
- The alleged abuser (as guided by authorities)

Store all data securely and in line with data protection laws.

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## Internal Enquiries & Suspension

The CPO will decide if temporary suspension is needed pending investigation.

Even if no criminal case proceeds, the Disciplinary Committee may determine fitness to return to duties based on available evidence. Child welfare remains the priority.

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## Support After Abuse

Support should be available for:

- The child and family
- The alleged perpetrator
- The staff or volunteers involved

Use of helplines (e.g., NSPCC or Childline) is encouraged.

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## Allegations of Past Abuse

Treat these as current issues—report to police or social services. Prior offenders are automatically barred from working with children under the Protection of Children Act 1999.

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## Bullying

Treat bullying seriously and follow safeguarding procedures.

Support for victims:

- Encourage open discussion.
- Take reports seriously.
- Document and act.
- Involve parents where appropriate.

Discipline for bullies may include:

- Apology and behaviour change.
  - Parental contact.
  - Possible sanctions.
  - Ongoing monitoring.
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## Concerns Outside Tora Kai Karate

Report concerns to the CPO or directly to authorities if urgent.

Emergency Contacts:

- NSPCC: 0808 800 5000
  - Childline: 0800 1111
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## Declaration

On behalf of Tora Kai Karate, we confirm that we will oversee the implementation of this policy and ensure its adherence.

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Signed: *Ken Stronach*

Name: Ken Stronach

Position: Owner

Date: 15<sup>th</sup> April 2025

Signed: *Laura Tweedle*

Name: Laura Tweedle

Position: Operational Excellence Manager

Date: 15<sup>th</sup> April 2025

