

Safeguarding Children & Adults at Risk Policy and Procedures

Milton Keynes Aikikai:-

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1. **Commitment to Safeguarding**

Milton Keynes Aikikai acknowledges the duty of care to safeguard and promote the welfare of children and young people, and is committed to ensuring our safeguarding practices reflect the statutory responsibilities, government guidance and complies with best practices. We expect everyone who works in our school/club to share this commitment. Our school/club takes all welfare concerns seriously and encourages children and young people to talk to us about anything that worries them. We will always act in the best interests of the child.

2. **Principles/Policy**

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience in a safe and child centred environment.
- are protected from abuse whilst participating in activity organised within Milton Keynes Aikikai premises or outside.
- Milton Keynes Aikikai 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 Milton Keynes Aikikai will:
 - i. promote and prioritise the safety and wellbeing of children and young people.
 - ii. value, listen to and respect children to ensure robust safeguarding arrangements and procedures are in operation
 - ii. 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
 - iii. 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.
 - iv. ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
 - v. ensure information is shared with relevant agencies when necessary for child protection purposes
 - vi. prevent the employment/deployment of unsuitable individuals
 - vii. ensure our workforce is aware of all relevant legislation affecting those in Positions of Trust
 - viii. ensure robust safeguarding arrangements and procedures are in operation
 - ix. Make sure that children, young people and their parents know where to go for help if they have a concern

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

This 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 partnership, UK Sport and/or home country sports councils or because of any other significant change or event.

Date of next review: August 2025

3. **Relevant Legislation & Statutory Guidance**

- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Domestic Abuse Act 2021
- The Code of Practice for Victims of Crime 2021
- Modern Slavery Act 2015
- Keeping Children Safe in Education 2022
- Sexual Offences Act 2003 (To include S.22A – the expansion of Positions of Trust to include sports coaches)
- Data Protection Act 2018
- Vulnerable Groups Act 2006 (S.4 defines what regulated activity is in relation to children)
- Care Act 2014
- Mental Capacity Act 2005

4. **Definitions**

In England, Northern Ireland and Wales a child is someone under the age of 18, whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018).

Safeguarding and promoting the welfare of children and adults at risk means:

- Protecting them from maltreatment
- Preventing impairment of their mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all to have the best outcomes
- Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm
- Children includes everyone under the age of 18
- Parent refers to both parents and carers inclusively

- Adults at risk (AAR) include persons over the age of 18 who are unable to safeguard themselves, their property or are at risk of harm because they are affected by disability, mental disorder, illness or physical or mental infirmity.

5. **Types of Abuse, Exploitation and Neglect**

All school/club staff and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse:

A form of maltreatment of a child or AAR. Somebody may abuse or neglect them by inflicting harm or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. (See Peer-on-Peer abuse later in this document)

Position Of Trust:

As of 28 June 2022, the law in England and Wales states that those in a position of trust in sports organisations, such as a coach, cannot legally have a sexual relationship with young people they look after, under 18 years old. The Sexual Offences Act 2003 is amended as follows.

A person (A) is in a position of trust in relation to another person (B) if he/she coaches, teaches, trains, supervises or instructs B, on a regular basis, in a sport or a religion, and he/she knows that they coach, teach, train, supervise or instruct B, on a regular basis, in that sport or religion.

Physical abuse:

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or AAR. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse:

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from

participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. Emotional abuse also applies to adults at risk.

Sexual abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue. All these need to be considered when dealing with adults at risk.

Peer-on-Peer /Child-on-Child Abuse:

Peer-on-peer sexual abuse is a form of harmful sexual behaviour where sexual abuse takes place between children of a similar age or stage of development.

Child-on-child sexual abuse is a form of HSB that takes place between children of any age or stage of development.

Peer on peer / Child-on-child abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer-on-peer abuse is under the age of 18.

Related issues

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to protect children. These include:

Bullying:

Bullying falls under four main categories, psychological, verbal, physical and cyberbullying and its effects can have far-reaching consequences. Bullying can have an impact on anyone, children and adults in school or at work. It can seriously affect someone's physical and mental health. Sustained bullying can cause stress, emotional issues, social problems, physical disorders and in some serious cases, self-harm or even death.

Child Exploitation:

Child exploitation refers to the use of children for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development. It covers situations of manipulation, misuse, abuse, victimisation, oppression, or ill-treatment.

Child Criminal Exploitation:

Child Criminal Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur using technology.

Child Sexual Exploitation:

Child Sexual Exploitation (CSE) is a form of sexual abuse of young people. It is not just something that affects teenage girls or specific groups and can happen in and out of school. It involves an individual or group coercing, manipulating and deceiving a child into sexual activity. Children as young as 8 have been sexually exploited. Be aware that sexual exploitation can also happen to adults at risk.

Hate crimes:

Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender.

Abuse in domestic settings:

Much verbal, physical, emotional, and sexual abuse and neglect takes place in the home within the context of the intimate relationships between family members that take place within the home. Abuse between relationship partners is sometimes referred to as "partner abuse", "domestic violence", "relationship violence", or "family violence". Much child, elder and abuse of AAR can take place within the home as well.

Female Genital Mutilation (FGM):

The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs"

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as ‘female genital cutting’, ‘circumcision’ or ‘initiation’

Honour based violence:

Honour Based Abuse can take many forms, including child marriage, virginity testing, enforced abortion, forced marriage, female genital mutilation, as well as physical, sexual and economic abuse and coercive control.

Forced marriage:

A forced marriage is where one or both people do not or cannot consent to the marriage, and pressure, coercion or abuse is used to force them into marriage. The pressure put on people to marry against their will may be by physical/threat of physical harm to them or another. It can include the use of physical or sexual violence, use of emotional and/or psychological abuse and can include making someone feel like they are bringing 'shame' on their family if they do not agree to the marriage.

Note – Forced marriage should not be confused with an “arranged marriage” where both people agree and consent to marriage that may have been arranged within the couple’s community or between their families.

Trafficking/ Modern Slavery:

Human Trafficking is defined as the arranging or facilitation of the travel of another person for the purposes of exploitation. ‘Arranging’ includes the facilitation, recruitment, transporting, transferring, harbouring or receiving of a child for the purpose of exploitation. It is irrelevant whether the child consents to the travel/movement. A child is trafficked if he/she is provided with the means to travel (ticket/taxi/money etc.) in order to carry out a criminal offence, i.e., to carry & sell drugs, to conceal weapons/stolen goods. A child cannot consent to being exploited & must not be judged as them freely making a choice.

Gang Violence/County Lines:

The term “Gang” does not have a precise definition. Section 34(5) Policing & Crime Act 2009, (amended by the Serious Crime Act 2015) states that someone/thing is ‘gang related’ if it occurs in the course of, or is otherwise related to, the activities of a group that:

- Consists of at least three people; and
- Has one or more characteristics that enable its members to be identified by others as a group.
- Many groups of people may share a community, friendship or common characteristics such as age, but an additional feature of a gang is that it carries out criminal activity.

'County Lines' is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and adults to move [and store] the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Radicalisation

Religious or political indoctrination used to coerce individuals for purposes of promoting violence/civil unrest/racial disharmony.

Poor practice

Sometimes, your concerns may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document, brings Martial Arts into disrepute, or which infringes an individual's rights. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards students, which should never be Sanctioned include:

- use of excessive, physical or humiliating punishments/behaviour;
- failure to act when you witness possible abuse or bullying;
- being unaware of, or breaching, any relevant policy or legislation such as that relating to those in Positions of Trust
- spending excessive amounts of time alone with young people away from others;
- inviting or allowing young people into your home where they will be alone with you;
- engaging in rough, physical or sexually provocative activity;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing a person to tears as a form of control;
- travelling alone with a young person by offering lifts to and from sessions/ competitions;
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- doing things of a personal nature for young people that they can do for themselves; sharing a bedroom with a young person you are not related to, even with parental permission.

Some participants may require assistance with personal care due to being very young or disabled. If a young person needs this level of support, it should be made clear to their parent/s that this can only be carried out by a designated carer and not by the instructor. Even if the instructor is trained in carrying out personal care tasks, this compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should

clearly be in place and agreed to by all parties prior to the activities commencing. Adults at risk should attend with their carer to support them.

6. **Signs and Indicators of Abuse, exploitation and Neglect**

Indicators that a young person or AAR may be being abused/neglected may include 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 the explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another;
- unexplained changes in behaviour/presentation/appearance (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper, unexplained missing episodes);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- having difficulty in making friends;
- being prevented from socialising with other young people;
- displaying variations in eating patterns including overeating or loss of appetite;
- or a sudden weight change;
- becoming increasingly dirty or unkempt.
- attending with unusual amounts/unexplained gifts/money

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parents/guardians/carers will help to identify any other concerns that they may be experiencing. For example, a family bereavement which could cause some of the changes listed above.

7. **What to do if you have a concern or someone raises concerns with you.**

Milton Keynes Aikikai recognises '*everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action*' (page 11 para 16 Working Together to Safeguard Children 2018).

Whilst accepting this duty it is recognised Milton Keynes Aikikai is not responsible for deciding if abuse has occurred. It does, however, have a duty to respond and report concerns.

Milton Keynes Aikikai will have an appropriately trained Designated Safeguarding Lead (DSL).

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals, must be reported to the DSL. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of the Milton Keynes Aikikai (for example at home, school or in the wider community). Where there is an allegation against an instructor or volunteer who works with children at the Milton Keynes Aikikai the DSL/Deputy must report the matter to the Local Authority Designated Officer.

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff (including those not directly employed by this school), volunteers and trainees in this school. Our policy and procedures also apply to off-site activities.

All staff will be aware of:

- Our systems which support safeguarding and the role of the designated welfare officer (DWO)
- The process for making referrals to relevant outside agencies. Wherever possible, speak to the DWO, Head instructor or trustee (in the absence of a DWO) first to agree a course of action. In the absence of a DWO or trustee being available, staff/volunteers must not delay in directly contacting the local duty and advice team or the police if they believe a child is at immediate risk of significant harm
- What to do if they identify a safeguarding issue or a student tells them they are being abused or neglected, including specific issues such as female genital mutilation (FGM), and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- Procedures in place for recording any cause for concerns and passing information on to DWOs in accordance with our school's recording systems
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), child criminal exploitation (CCE), female genital mutilation (FGM) and radicalisation

If you think a child or AAR is in immediate danger or requires medical attention, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the Designated Safeguard Lead or Deputy. Additionally for adults at risk, the local authority or social worker will need to be informed immediately.

8. **How to respond to a concern**

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. Concerns should be reported to the Designated Welfare Officer in the first instance or if the concern involves the DWO then the Local Authority Designated Officer (LADO) should be informed. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow free flow of information and do not question other than to ensure the child or AAR is safe
- Ask questions for clarification of key details only, such as the name and address of the person accused (if known) & the relationship to the child or AAR.
- Reassure them that they are not to blame, they are believed and have done the right thing in telling you. If the concern is serious, explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the person doesn't want you to tell anyone else.
- Consider how to keep them safe immediately after their disclosure
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your Designated Safeguarding Lead and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g., bedding or clothing.
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the NSPCC Helpline for children and the local authority for adults at risk.
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about a member of staff or a volunteer, this must like all other concerns be reported to the DSL. The DSL if they consider the concern to be serious, for example potentially child abuse or a crime they must report the incident to the Local Authority Designated Officer or the Police.

When a safeguarding concern or poor practice has been identified concerning a specific child/person the parents/guardians/carers of that child/person should be notified (unless this is likely to place the child/person at further risk of serious harm). Where the DSL/Deputy has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

Concerns that staff must immediately report:

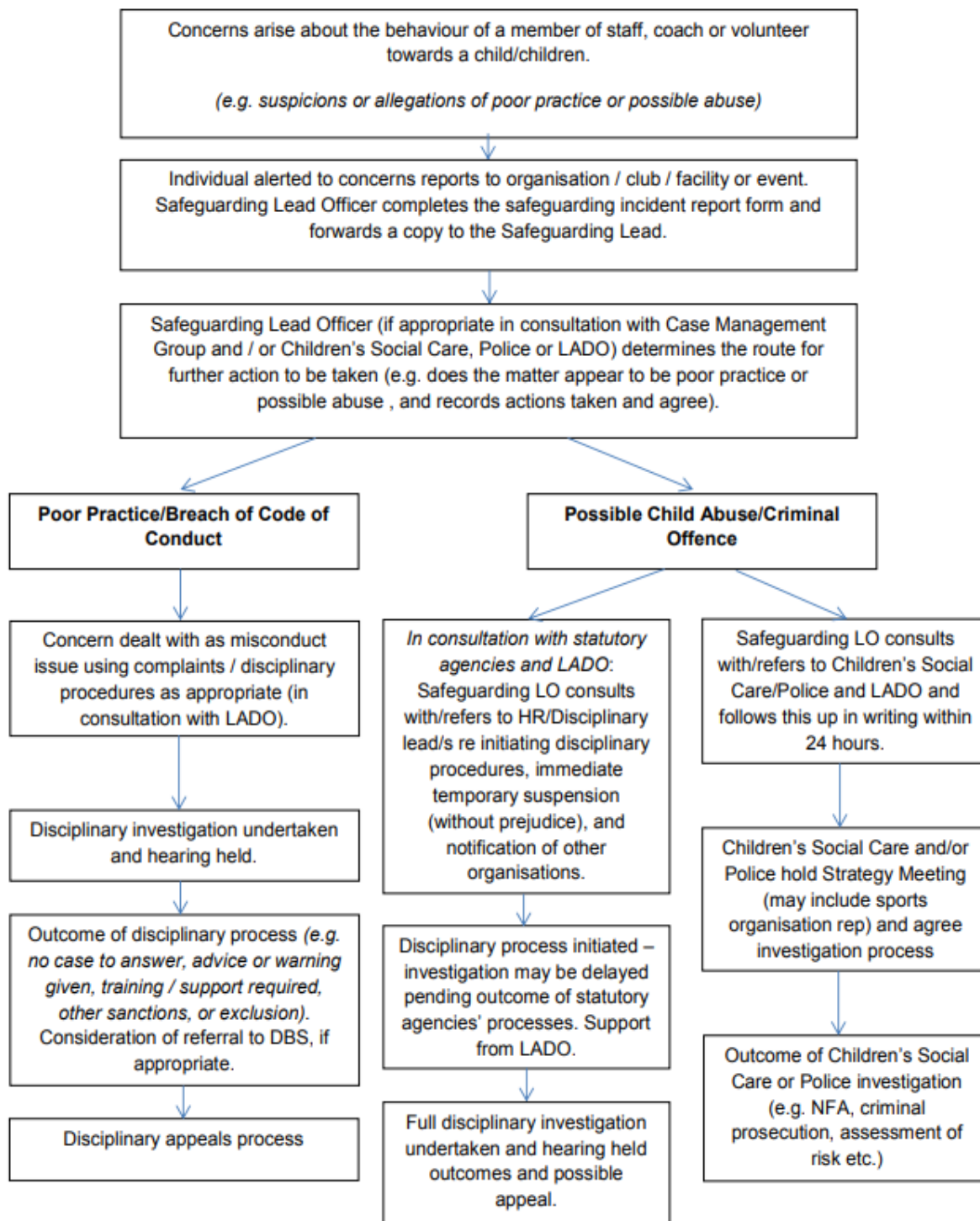
- Any suspicion that a child or AAR is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- Any behaviours which give rise to suspicions that a they may have suffered harm
- Any concerns that a they may be suffering from inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a they are presenting signs or symptoms of abuse or neglect
- Any significant changes in a child or AAR's presentation, including non-attendance
- Any hint or disclosure of abuse from any person
- Any concerns regarding a person(s) who may pose a risk to them (e.g. living in a household with children present)

If you think a child or AAR is in immediate danger or requires medical attention, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks or the local authority if the incident involves an adult at risk. Everyone has a responsibility to refer a child when it is believed or suspected that a child:

- Has suffered significant harm and /or;
- Is likely to suffer significant harm and/or;
- Has developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent). Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent/carer if we notice:
 - Significant changes in a their behaviour;
 - Deterioration in a child's general wellbeing and/or appearance;
 - Unexplained bruising, marks or signs of possible abuse or neglect;
 - Their comments which give cause for concern;
 - Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or while with a friend/family member/carer.

Safeguarding Children Flowchart

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



9. **Recording**

Should a child make a disclosure a record in writing must be made as soon as possible, using their words as closely as possible and where relevant, using the club report form. Note the date,

time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or clearly describe any visible injury.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Referral Form

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

MK Aikikai understands that to keep children safe, information needs to be shared appropriately so that decisions can be made to protect them.

We will maintain clear boundaries around information sharing to ensure confidentiality where appropriate and to guarantee that only those who need the information are made aware of it.

If we receive information that raises concerns about a child or children, a decision will be made about sharing this safeguarding information. Information may include:

- Concerns about a child received within or outside the sport
- Concerns about a person in a position of trust, such as a coach or instructor – this could include information on a Disclosure & Barring Service (DBS) check
- Concerns about a member of a sports club
- Concerns about a sports environment, such as an event location or hosting arrangements
- Concerns about Adults at risk will mean a safeguarding enquiry will be filled with the local authority. At the Milton Keynes Council website.

We will:

- Use the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to having their information shared. We may still share information

without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk.

- Base our information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Ensure that the information we share is necessary for the purpose for which we are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- Keep a record of our decision and the reasons for it – whether it is to share information or not. If we decide to share, then we will record what we have shared, with whom and for what purpose.

Who will we share information with:

This may include:

- Statutory organisations – the Police and/or Children’s Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – informed decisions will be made about sharing information with other organisations to enable them to safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – who needs to know what information in order to keep children safe

GDPR:

- Timely information sharing is essential for effective safeguarding. This school will share safeguarding information as appropriate in keeping with the principles outlined in the government guidance document.
- The storing and processing of personal data is governed by the General Data Protection Regulations 2018 (GDPR) and Data Protection Act 2018. This school will give clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply
- Staff may have access to special category personal data about members and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them

10. **Codes of Conduct and Ethics**

The Codes of Conduct and ethics for all those involved at Milton Keynes Aikikai can be found as a separate guidance sheet. It is essential these are followed so the highest possible standards of behaviour and conduct in Martial Arts activities are maintained. The principles must be adhered to at all times so that Martial Arts can be enjoyed by all. All those involved at Milton

Keynes Aikikai will show their understanding and commitment to the Codes of Conduct and ethics by signing a copy of the relevant guidance sheet.

11. **Safer Recruiting**

At Milton Keynes Aikikai we take all reasonable steps to ensure unsuitable people are prevented from working with children. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals.

We will employ rigorous recruitment and selection procedures to ensure the wellbeing and safety of all members.

This will include:

- Clear job descriptions outlining any roles and responsibilities that involve children or AAR
- At least 2 people interviewing the applicant
- Ensuring the applicant has the ability and commitment to meet the standards required to adhere to the safeguarding policy
- Assessing the applicant's commitment to promoting good practice and their ability to communicate with children and young people
- Taking appropriate steps to confirm the candidate's identity such as requesting to see original copies of their ID, qualifications, experience and right to work in the UK
- Obtaining at least 2 written references, including the applicants last employer. Ideally, references will be sought on all shortlisted candidates and obtained before an interview takes place.
- Getting in direct contact with the referees via telephone to confirm they gave the reference, it is an accurate reflection of the candidate and give them the opportunity to raise any concerns
- Disclosure and Barring Service checks
- Recording outcomes of pre-employment checks and interview notes
- Undertaking a risk assessment should any concerns arise during the recruitment process
- Setting a probationary or trial period (usually 6 months) to review the post holder's performance against the job description If a candidate is successful, then new starters at MK Aikikai will undergo a full induction process, which will be led by the Head instructor. This will include:
 - Safeguarding policies and procedures
 - Codes of conduct
 - Rules and guidelines
 - Member registration
 - Roles and responsibilities of the post
 - Identifying training needs such as First Aid and Safeguarding training

12. **Supervision, support and training**

Once recruited, all staff and volunteers at the Milton Keynes Aikikai will be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

Milton Keynes Aikikai will ensure that training and resources are available to encourage the development of staff and volunteers. This will include:

- an induction to the work and the school/club
- a trial period in which to develop skills whilst supervised
- ongoing support and monitoring

There are currently no formal qualifications specifically for safeguarding and protecting children in sport. However, training developed by sports and other organisations is available to strengthen the skills and knowledge of the sporting children's workforce to safeguard children and young people. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person's role.

13. **Whistleblowing**

It's important that people within the Milton Keynes Aikikai have the confidence to come forward to speak or act if they're unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation. Where a staff member feels unable to raise an issue with their senior leadership or feel that their genuine concerns are not being addressed, other whistleblowing channels may be open to them by accessing; www.gov.uk/whistleblowing or alternatively (www.gov.uk/government/news/home-office-launches-child-abuse-whistleblowing-helpline)

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – available from 8:00am to 8:00pm, Monday to Friday and Email: help@nspcc.org.uk

Local authorities may have their own designated whistleblowing service.

14. **Complaints**

In order to ensure we develop an open culture where children and staff feel able to express any concerns, we have a procedure for dealing with complaints from a child, worker, volunteer, parent or carer.

15. **Unaccompanied children policy**

Concerns regarding unaccompanied children within facilities include:

- Physical harm from inappropriate use or access to equipment

- Contact with dangerous adults or others within the wider facility (potential for grooming or abuse)
- Parents' contact details and children's medical information is not available in the event of an emergency
- Staff being required to manage children's unruly or dangerous behaviour.

Primarily, it's a parent's or carer's responsibility to judge whether it's safe and appropriate to allow their unaccompanied child to visit MK Aikikai This decision should be based on their understanding of:

- Their child's general developmental maturity
- Their child's awareness of the potential risks
- The level of supervision and care provided within the facility Mitigating safeguarding risks associated with unaccompanied children
- Parents must inform staff that their child will be unaccompanied
- Parents must ensure that contact and medical information is up to date

16. **Safeguarding during training**

Martial Arts are activities where safe practice is essential to help prevent injury. Children* are particularly vulnerable as they are still developing mentally and physically, so training methods need to be modified as described below. (*also includes Adults at Risk)

Warm Ups

All activities first include a thorough warm up which is appropriate for the activity taking place. To help reduce the risk of injury, specific attention is paid to those muscle groups that will be used during class. This involves stretching of the whole body, specific aikido related exercises (ukemi/falling practice) and conditioning exercises.

Training involving throwing, grappling and submissions

The risks include but are not limited to: falling on unsuitable surfaces; landing on the head; damage to the joints from locks; damage caused from submissions.

Safe practice include, but is not limited to:

- (a) Ensuring the matted area is suitable, particularly where the mats are joined.
- (b) Checking that there are no hard surfaces or sharp/hard objects around the matted area.
- (c) Having an experienced instructor who will ensure that children are not taught to use locks, throws or strangles which will cause injury.

- (d) Ensuring that an appropriate pace is kept for the activity being undertaken

Training involving strikes, punches and kicks

The risks include but are not limited to: concussion (brain injury) from heavy blows to the head; damage to internal organs and joints from heavy blows; injury from inappropriate stretching and other exercises.

Safe practice include, but is not limited to:

- (a) Head contact is not allowed amongst children. In the Adults class is only allowed to be controlled with light contact, if necessary. But should be avoided whenever possible.
- (b) There is no sparring, as Aikido does not have competitions, so all practice is done in a controlled but dynamic manner
- (c) Supervision by the instructor leading class is always necessary

Training involving weapons

Safe practice should include but is not limited to:

- (a) No live blades in the training hall when children are present
- (b) Safe protocols for the use of training weapons for children
- (c) Good supervision at all times by Instructors

Above all, safe practice means having a suitably qualified and experienced instructor who will ensure that children are not exposed to the above risks and who can make a training session enjoyable whilst maintaining the discipline essential to learning a Martial Art.

17. Useful Contacts

Club Milton Keynes Aikikai Welfare Officer/ Designated Safeguarding Lead

- Name: Michael Howson

- Email: howson577@gmail.com
- Telephone: 07709160888

Local Authority Safeguarding Lead

- Email: lado@Milton-keynes.gov.uk
- Telephone: 01908 254307

Safeguarding Adults Lead

- Email: safegaurdingadults@milton-keynes.gov.uk
- Telephone: 01908 252835

NSPCC/CPSU

- 0808 800 5000
- help@nspcc.org.uk
- For more information around [Positions of Trust](#)