

# ***The British Ju Jitsu Association GB***

## ***Child Protection Policy***

Date of Introduction 02 September 2004

Review Date 02 September 2007. Reviewed September 2010

Review Date 02 September 2012. Reviewed September 2012

Policy Owner British Ju Jitsu Association GB

Child Protection Officer Sheila Dixon 07850317553

### **Contents**

Introduction

Policy Statement

Policy Aims

Promoting good practice

Good practice guidelines

Use of photographic/filming equipment

Recruitment and training of staff and volunteers

Responding to allegations or suspicions

Club Guidelines

Examples of Child Abuse

Aide Memoir - responding to allegations of abuse

Aide Memoir - information for social services or the police about suspected abuse.

Sample consent form for the recording of images



**BJJAGB**  
Taking the right stance

### **Introduction**

- 1.1 The British Ju Jitsu Association Governing Body (BJJA GB) recognises that the welfare of the child is paramount and will adopt guidance given by relevant Authorities. All organisations working with children should have a child protection policy in line with Home Office "Safe from Harm" guidelines (1993) and enshrining the principles of the Human Rights Act 1998. "Working Together to Safeguard Children" published by the Government in 1999 reinforces this (para 6.13).
- 1.2 The need for standards for sports organisations was originally identified in the 2000 National Action Plan for Child Protection in Sport. Initial work was carried out by Sport England Governing Body Services, including consultation with stakeholder groups. This work was then taken forward and built on by the Sport Task Force on Policy and Standards, co-ordinated by the Child Protection in Sport Unit (CPSU). The CPSU produced 'Standards for Safeguarding and Protecting Children in Sport', which provide a national benchmark of good practice for sports organisations to work towards. Their implementation by an organisation helps to raise awareness among staff and volunteers and minimise avoidable risks. When the standards are fully

implemented, this is likely to increase confidence among parents and carers about their children's safety.

- 1.3 The BJJ GB wholeheartedly supports the Standards and recognises the areas for development as Policy, Procedures and Systems, Prevention, Codes of Practice and Behaviour, Equity, Communication, Education & Training, Access to Advice and Support, Implementation and Monitoring.
- 1.4 Any reference to staff will include a coach, instructor, teacher, official, assistant or volunteer, whether paid or otherwise.
- 1.5 It is recommended that all organisations affiliated to the BJJ GB adopt this policy and seek to implement it at the earliest opportunity.

### **Policy Statement**

- 2.1 The British Ju Jitsu Association recognises the importance of responsibility to protect and safeguard the welfare of children and young people entrusted into its care. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse and the needs of disabled children and others who may be particularly vulnerable must be taken into account.
- 2.2 The BJJ GB will ensure the safety and protection of all children involved in the Ju Jitsu through adherence to the Child Protection guidelines adopted by the BJJ GB.
- 2.3 The BJJ GB is committed to;  
  
Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.  
Safe recruitment, supervision and training for all the workers  
Adopting a procedure for dealing with concerns about possible abuse.
- 2.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- 2.5 All staff working in Ju Jitsu have a responsibility to report concerns to the appropriate officer.
- 2.6 Staff are not trained to deal with situations of abuse, or to decide if abuse has occurred.
- 2.7 A child is defined as a person under the age of 18 (The Children Act 1989).

### **3. Policy Aims**

3.1 The aim of the BJJ GB Child Protection Policy is to promote good practice:

Providing children and young people with appropriate safety and protection whilst in the care of the its instructors;

Allow all staff to make informed and confident responses to specific child protection issues.

#### **4. Promoting Good Practice**

4.1 The BJJ GB will appoint a Child Protection Officer and Deputy Child Protection Officer with responsibility for BJJ GB policy and guidelines, ensuring that they are up to date. The Child Protection Officer will have responsibility for adherence to and implementation of, the policy and guidelines, as well as other responsibilities outlined in this policy.

4.2 Each affiliated organisation will nominate their own Club Child Protection Officer and/or Deputy with similar local responsibilities pertinent to their own organisation.

4.3 Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

4.4 Abuse can occur within many situations including the home, school and the sporting environment.

4.5 Some individuals will actively seek employment or voluntary work with young people in order to harm them. Staff will have regular contact with young people and be an important link in identifying cases where they need protection.

4.6 All cases of suspected poor practice should be reported following the guidelines in this document.

4.7 When a child enters a club having been subjected to child abuse outside the sporting environment, Ju Jitsu can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

#### **5. Good Practice Guidelines**

5.1 Staff should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

5.2 Good Practice Means:

Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).

Treating all young people/disabled adults equally, and with respect and dignity.

Always putting the welfare of each young person first, before winning or achieving goals.

Maintaining a safe and appropriate distance with students (e.g. it is not appropriate for staff to have an intimate relationship with a child or to share a room with them).

Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;

Making Ju Jitsu fun, enjoyable and promoting fair play.

Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the coaching programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

Keeping up to date with technical skills, qualifications and insurance in Ju Jitsu.

Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.

Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.

Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.

Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.

Giving enthusiastic and constructive feedback rather than negative criticism.

Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.

Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.

Keeping a written record of any injury that occurs, along with the details of any treatment given.

Requesting written parental consent if staff are required to transport young people in their cars.

### 5.3 Practices To Be Avoided.

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

Avoid spending excessive amounts of time alone with children away from others

Avoid taking or dropping off a child to an event

### 5.4 Practices Never to be Sanctioned.

Staff should never:

Engage in rough, physical or sexually provocative games, including horseplay

Share a room with a child

Allow or engage in any form of inappropriate touching

Allow children to use inappropriate language unchallenged  
Make sexually suggestive comments to a child, even in fun  
Reduce a child to tears as a form of control  
Allow allegations made by a child to go unchallenged, unrecorded or not acted upon  
Do things of a personal nature for children or disabled adults, that they can do for themselves  
Invite or allow children to stay with you at your home unsupervised

5.6 N.B. It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the students involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on a member of staff, they should talk with them about what they are doing and give choices where possible. This is particularly so if there is any involvement in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Staff should not be expected to take on responsibility for tasks for which they are not appropriately trained.

5.5 Incidents that must be reported/recorded.

If any of the following occur, staff should report this immediately to another staff member and record the incident. They should also ensure the parents of the child are informed:

If they accidentally hurt a student.

If the student seems distressed in any manner.

If a student appears to be sexually aroused the actions of a member of staff.

If a student misunderstands or misinterprets something that staff has done.

**6. Use of image recording equipment.**

6.1 A sensible policy in respect of the use of photographic and recording equipment ensures that the needs of all persons involved with the child are catered for. It is unnecessary to prevent parents from recording images to keep as a memento of their child's achievements, as it is the need to prevent organisations from using images for promotion purposes.

6.2 There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. The use of today's modern digital cameras, often with video, and now the new generation of mobile phones presents the opportunity for misuse. Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who lives at X is a member of the X Ju Jitsu club and who likes Westlife. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use.

6.3 The CPSU has issued advice to the organisers of sporting events and presentations.

- 6.4 Taking cognisance of this advice, the BJJ GB recommends that the use of recording equipment is allowed only with permission and each organisation should have a written procedure in place. Prospective photographers must obtain permission prior to using their camera or other device to take pictures.
- 6.5 It should be made clear that photography and the recording of images of any kind is only allowed with the written authorisation.
- 6.6 The procedure for obtaining permission should be written down on a form and recorded. The form devised should contain the following details:
- The name, address and phone number of the person using the camera
  - The name/s of the subject
  - The relationship of the photographer and subject
  - The reason or use the images are being or intended to be put to (family record)
  - A signed declaration that the information provided is valid and that the images will only be used for the reasons given
  - A sequential number to enable a date order log to be kept.
- 6.7 Incorporated within these procedures should be a list of those areas where photographic and recording equipment including mobile phones is forbidden under all circumstances e.g. all changing areas including, swimming pool, sports facilities, team changing facilities, health suite, sauna areas, sunbed areas, fitness suite and gyms, toilet areas, aerobic/fitness classes, crèche, play scheme facilities.
- 6.8 Once permission has been granted it may be helpful if the person concerned is given a dated signed card or form of approval that they can show to supervising staff when challenged.
- 6.9 Photographs and images of children used for promoting and advertising.  
Images should be suitable appropriately represent the sport, without putting children at increased risk. When assessing the potential risks in the use of images of students, the most important factor is the potential of inappropriate use of images of children. Parental support for this policy is essential.
- 6.10 To reduce the risk of inappropriate, unsolicited attention from people within and outside Ju Jitsu, in line with CPSU advice, the BJJ GB recommends
- Use of models or illustrations for promoting an activity should be considered.
  - Avoid the use of the first name and surname of individuals in a photograph.
  - If the student is named, avoid using their photograph.
  - If a photograph is used, avoid naming the student.
  - Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this and is appended.
  - Only use images of students in suitable dress to reduce the risk of inappropriate use.

- Create recognised procedure for reporting the use of inappropriate images to reduce the risks to students, ensuring the Child Protection Officer and the social services and/or police are informed.

6.11 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 young and disabled sportspeople.

6.12 If professional photographers or the press are invited to an activity or event it is important to ensure they are clear about your expectations of them in relation to child protection.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times
- Inform students and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to students or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a student's home.

6.13 If parents or other spectators are intending to record images at an event they should also be made aware of your expectations.

- Spectators should be asked to register at an event if they wish to use photographic equipment
- Students and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

6.14 Respect the rights of others. There should be a general requirement on the person given approval that if any parent, student or staff complains or expresses concern, they must respect the rights of other people and stop taking photographs.

6.15 Vigilance by the general public. No matter what arrangements are put in place to prevent the use of cameras, videos or mobile phones with digital image recording the very nature of “peeping tom type photography” make it difficult to detect. In recognition of this fact staff should ask their users to be alert to any suspicious activity, particularly where children may be involved and encourage them to report any such incidents at the earliest opportunity. This form of vigilance should be encouraged by the use of appropriate signage.

6.16 Child protection procedures and training. A fundamental requirement, particularly significant where members of the public are asked to be vigilant and report their suspicions, is to ensure that child protection procedures are in place which are appropriate to the situation and that all staff are trained in these procedures and know how to respond.

6.17 Recorded Images as a coaching aid. There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, students and their parents must

consent, be made aware that this is part of the coaching programme and such recordings should be stored safely.

## **7 Recruitment and training of staff and volunteers**

7.1 The BJJ GB recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

All staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.

Consent should be obtained from an applicant to seek information from the Criminal Records Bureau (CRB).

Two confidential references, preferably including one regarding previous work with children.

These references must be taken up and confirmed through telephone contact.

Evidence of identity (passport or driving licence with photo).

7.2 Under the Rehabilitation of Offenders Act 1974 (ROA), there are some exceptions to the general principle whereby spent convictions are declared. When assessing the suitability of a person for certain positions of trust, an employer is entitled to ask a candidate to reveal details of all convictions, whether spent or not. This in part will help ensure that children and other vulnerable groups are protected from those who may wish to do them harm by helping to prevent such people from being appointed to positions of authority and/or trust over them.

7.3 Positions which involve working with children fall within an ROA Exceptions Order. So, a person assessing the suitability of a candidate to work with children is entitled to ask that candidate to reveal details of spent and unspent convictions. The Criminal Justice and Court Services Act defines 'working with children' as 'regulated positions' and provides guidance on interpretation. Guidance notes to this act can be found on the CRB website ([www.crb.gov.uk](http://www.crb.gov.uk)) or by contacting the CRB Information line on 0870 9090811.

7.4 The BJJ GB will ensure that CRB checks are made on all prospective coaches and current coaches when their coaching qualifications are due for renewal. The appropriate check will be at a level as recommended by the CRB at the time of the check. This is currently the level of *Enhanced Disclosure*, which is recommended for those posts that involve a far greater degree of contact with children or vulnerable adults. In general the type of contact involves regularly caring for, supervising, training or being in sole charge of such people.

7.5 Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

- 7.6 Interview and Induction. All staff will be required to undergo an interview carried out to acceptable protocol and recommendations. All staff 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 agree to the organisation's Code of Ethics and Conduct.
  - Child Protection procedures are explained and training needs are identified.
- 7.7 Training. In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff to:
- Analyse their own practice against established 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 or possible abuse.
  - Respond to concerns expressed by a child or young person.
- 7.8 Work Safely Effectively With Children. The BJJJ GB requires:
- Coaching staff to attend an approved BJJJ GB Coaching Course which will cover child protection issues, to raise their awareness and to facilitate the development of a positive culture towards good practice and child protection.
  - Relevant other staff to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
  - Coaching staff must hold a current national first aid training qualification
  - Attend update training every three years.

## **8. Responding to Allegations or Suspicions**

- 8.1 It is not the responsibility of anyone working in the BJJJ GB, 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.
- 8.2 Under no circumstances should staff carry out their own investigation into the allegation or suspicion of abuse.
- 8.3 The BJJJ GB will assure all staff that it will fully support and protect anyone, who in good faith, reports his or her concern that a colleague is, or may be, abusing a child.
- 8.4 Where there is a complaint against a member of staff there may be three types of investigation:
- A criminal investigation,

A child protection investigation,  
A disciplinary or misconduct investigation.

- 8.5 The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.
- 8.5 Action If There Are Concerns About Suspected Abuse. Any suspicion that a child has been abused by either a member of staff, or anyone else, should be reported to the Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- 8.6 The Club Child Protection Officer will refer the allegation to the Social Services department who may involve the Police, or go directly to the Police. Whilst allegations or suspicions of abuse will normally be reported to the Club Child Protection Officer, the absence of the Officer or a Deputy should not delay referral to the Social Services Department or Police.
- 8.7 It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or Police, although the BJJ GB hope that members will use this procedure. If, however, the individual with the concern feels that the Child Protection Officer has not responded appropriately, or where they have a disagreement with the Child Protection Officer as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement, it is a demonstration of the commitment of the BJJ GB to effective child protection.
- 8.8 The role of the Club Child Protection Officer is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department or Police. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.
- 8.9 Dependent upon the circumstances, advice from the Social Services Department or Police may be need to be sought before contacting the parents or carers of the child.
- 8.10 The Club Child Protection Officer should also notify the relevant BJJ GB officer who in turn will inform the BJJ GB Chairman who will deal with any media enquiries.
- 8.11 If the Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in their absence, the BJJ GB Child Protection Officer who will refer the allegation to Social Services or Police.
- 8.12 Guidelines regarding what can be considered to be abuse are contained in section 10
- 8.13 Concerns outside the immediate sporting environment (e.g. a parent or carer) should be reported to the Club Child Protection Officer, who should contact Social Services or the Police as soon as possible.

- 8.14 If the Club Child Protection Officer is not available, the person being told of or discovering the abuse should contact Social Services or the Police immediately.
- 8.15 The Club Child Protection Officer should also report the incident to the BJJ GB. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the BJJ GB and act accordingly.
- 8.16 Information For Social Services Or The Police About Suspected Abuse. To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:
- The child's name, age and date of birth of the child.
  - The child's home address and telephone number.
  - Whether or not the person making the report is expressing their own concerns or those of someone else.
  - The nature of the allegation. Include dates, times, any special factors and other relevant information.
  - Make a clear distinction between what is fact, opinion or hearsay.
  - A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
  - Details of witnesses to the incidents.
  - The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
  - Have the parents been contacted?
  - If so what has been said?
  - Has anyone else been consulted? If so record details.
  - If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
  - Has anyone been alleged to be the abuser? Record details.
  - Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
  - An aide memoir is appended.
- 8.17 If staff have worries about sharing concerns about abuse with a senior colleague, they can contact Social Services or the Police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.
- 8.18 Confidentiality. Every effort should be made to ensure that confidentiality is maintained for all concerned and must be on a need to know basis only. Information should be handled and disseminated on a need to know basis only. Relevant Parties may include;
- The Club Child Protection Officer.
  - The parents of the person who is alleged to have been abused
  - The person making the allegation.
  - Social Services and Police.

The BJJ GB Child Protection Officer.

The alleged abuser (and parents if the alleged abuser is a child).

- 8.19 Seek Social Services advice on who should approach the alleged abuser.
- 8.20 Information should be stored in a secure place with limited access to designated people, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure).
- 8.21 The welfare of the child should remain of paramount importance throughout.
- 8.22 Support To Deal With The Aftermath Of Abuse. Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: [bac@bacp.co.uk](mailto:bac@bacp.co.uk), Internet: <http://www.bacp.co.uk>.
- 8.23 Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.
- 8.24 Allegations of previous abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).
- 8.25 Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the Social Services or the Police. This is because other children, either within or outside sport, may be at risk from this person.
- 8.26 Internal Enquiries and Suspension. The BJJ GB 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.
- 8.27 Irrespective of the findings of the Social Services or Police inquiries, the BJJ GB 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; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the BJJ GB Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true.
- 8.28 Action If There Are Concerns About Poor Practice. If, following consideration, the allegation is clearly about poor practice, the Club Child Protection Officer will treat it as a misconduct issue and report to an appropriate manager.

8.29 If the allegation is about poor practice by the Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to an appropriate manager who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

8.30 Action If Bullying Is Suspected. If bullying by staff is suspected, the same procedure should be followed as set out above.

8.31 Bullying is a form of abuse and when practised by other students, can have a detrimental effect on the self confidence of the student, as well as effecting others within the classes. Below are actions to help the victim and prevent bullying in Ju Jitsu:

Take all signs of bullying very seriously.

Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.

Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.

Staff should reassure the victim that they can be trusted and will help them, although they cannot promise to tell no one else.

Keep records of what is said (what happened, by whom, when).

Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

8.32 Action towards the bully(ies):

Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).

Inform the bully's parents.

Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.

Provide support for the victim's coach.

Impose sanctions as necessary.

Encourage and support the bully(ies) to change behaviour.

Hold meetings with the families to report on progress.

Inform all organisation members of action taken.

Keep a written record of action taken.

## **9. Club Guidelines**

Here are some practical ways for your staff to help safeguard the children and young people who take part in Ju Jitsu:

9.1 Staff ratios.

Staff/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs.

The lower the age of the participants, the greater the need for supervision.

If the activity is mixed gender, male and female staff should be available.

## 9.2 Changing rooms.

When children and young people use changing rooms, they should be supervised by two members of staff.

Adult staff should not change or shower at the same time using the same facilities.

For mixed gender activities, separate facilities should be available for boys and girls.

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Instead, they should be encouraged to shower or change at home.

If children with disabilities use a club, make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

## 9.3 Injuries and illness.

Your organisation should have guidelines and report forms for any injuries children sustain during activities.

Where staff witness an injury the parents must be told as soon as possible.

If the child needs medical attention, it must be arranged immediately and the parents/carers informed as soon as possible.

Staff must always ensure you have up-to-date contact details at sports activities or events and information about any relevant medical conditions.

## 9.4 Collection by parents/carers.

Your organisation should develop and publicise policies about the collection of children and young people from sports activities. These policies should be based on the age of the children and the location, time and type of activity.

Make sure permission is received from parents/carers for children and young people to participate in any of the games, competitions, training or practice sessions you run.

## 9.5 Late collection of children.

Late collection of children by parents presents clubs and coaches with a potentially difficult situation. Clubs should develop written guidelines for parents explaining the policy for dealing with late collection of children.

The guidelines should:

Make clear that it is not your organisation's responsibility to transport children home on behalf of parents who have been delayed.

Include a staff contact number and an instruction to parents/carers to phone if there is any likelihood of late collection.

Ask parents to provide an alternative contact name or number, for staff to use when they are not available on their usual number.

In cases of late collection, staff should;

Attempt to contact the child's parent or carer on their contact number.

Use the alternative contact name/number if necessary.

Wait with the child/young person at the sport facility, with other staff or parents present if at all possible;

Remind parents/carers of the policy relating to late collection.

In cases of late collection, staff should not:

Take the child home or to any other location;

Send the child home with another person without permission from a parent or carer.

Ask the child to wait in a vehicle or sport facility with you alone.

#### 9.6 Discipline.

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child/young person.

Discipline should be used only to:

Develop a sense of responsibility for behaviour;

Develop respect for others and their property;

Reinforce the rules or values of the sport;

Reinforce positive behaviour or attitudes;

Reinforce awareness of health and safety aspects of the activity.

#### 9.7 Physical contact.

Ju Jitsu requires a degree of physical contact between coaching staff and children or young people. Coaches may need to use it to instruct, encourage, protect or comfort. It is important that the below guidelines about physical contact are adhered to, so that adults and children/young people understand what are the appropriate types of touching and their appropriate contexts.

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

Develop sports skills or techniques;

To treat an injury;

To prevent an injury;

To meet the requirements of the sport.

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission.

The contact should not involve touching genital areas, buttocks or breasts.

Physical contact should not take place in secret or out of sight of others.

All injuries should be fully recorded by staff.

#### 9.8 Sexual activity.

Within sport, as within other activities, sexual relationships do occur. These guidelines address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in sport should be prohibited during team events, in sports facilities or social activities organised by the club/organisation. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with BJJ GB guidance.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person.

Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action by the BJJ GB.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it.

#### 9.9 Participants with Disabilities.

Children or young people with disabilities should have the same rights and opportunities as others involved in sport to have fun and be safe. Their particular vulnerability to abuse or neglect requires sports clubs/organisations to take additional steps to safeguard them.

Information relating to club policies and procedures should be fully accessible to children and young people with communication difficulties.

Specialist training or advice should be sought by clubs/organisations that involve children/young people with disabilities in sport. For example, when staff need to guide blind or partially sighted children, training will help ensure that they use the most appropriate methods. If training is not available, ask the child for advice or seek the advice of parents or carers.

When transporting a child with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle.

When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.

## 10 **Examples of Child Abuse**

Child abuse can take many forms.

- 10.1 Physical abuse  
Physically hurting or injuring a child  
When the nature and intensity of training exceeds the capacity of the child's immature and growing body
- 10.2 Neglect  
Failure to provide a training environment that caters for a child's basic physical needs (e.g. lighting, heating, toilet facilities)  
Leaving a child unsupervised  
Exposing a child to undue risk of injury
- 10.3 Sexual abuse  
Inappropriate physical contact with a child
- 10.4 Emotional abuse  
Shouting at, or verbally abusing a child  
Constantly criticising a child, or creating unrealistic pressure to perform to high expectations  
Where there is neglect, sexual or physical abuse
- 10.5 Signs which may indicate abuse include;  
Unexplained bruising or injuries  
Sexually explicit language or actions  
Sudden changes in behaviour  
Something a child has said  
A change observed over a long period of time (e.g. loss of weight, or becoming increasingly dirty or unkempt)

Aide Memoir  
RESPONDING TO ALLEGATIONS OF ABUSE

The person in receipt of allegations or suspicions of abuse will do the following:

Concerns must be reported as soon as possible to (Name) \_\_\_\_\_ (hereafter the "Club Child Protection Officer") tel no: \_\_\_\_\_ who is nominated by the (organisation) \_\_\_\_\_ to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

The Club Child Protection Officer may also be required by conditions of the Insurance Policy to immediately inform the Insurance Company. They may also be required as part of their policy to inform strategic personnel within their organisation (Name) \_\_\_\_\_ tel no:  
\_\_\_\_\_

In the absence of the Club Child Protection Officer, or if the suspicions in any way involve Club Child Protection Officer then the report should be made to (Name) \_\_\_\_\_ (hereafter the "Deputy Club Child Protection Officer ") tel no: \_\_\_\_\_.

The Social Services telephone number between 9.00am and 5.00pm is \_\_\_\_\_

The out of hours emergency number is \_\_\_\_\_

The local Police telephone number is \_\_\_\_\_

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with BJJG procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Club Child Protection Officer, the absence of the Club Child Protection Officer or Deputy Club Child Protection Officer should not delay referral to the Social Services Department.

The BJJG will support the Club Child Protection Officer /Deputy Club Child Protection Officer in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or Police, although the BJJG hope that staff will use this procedure. If, however, the individual with the concern feels that the Club Child Protection Officer /Deputy Club Child Protection Officer has not responded appropriately, or where they have a disagreement with the Club Child Protection Officer (s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the BJJG demonstrate its commitment to effective child protection.

The role of the Club Child Protection Officer / Deputy Club Child Protection Officer is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.

#### ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If a child has a physical injury or symptom of neglect, the Club Child Protection Officer /Deputy Club Child Protection Officer will:

Contact Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

Will not tell the parents or carers unless advised to do so having contacted Social Services.

Seek medical help if needed urgently, informing the doctor of any suspicions.

For lesser concerns, (e.g. poor parenting), advice of the Social Services should be sought, but not if this places the child at risk of injury.

#### ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Club Child Protection Officer /Deputy Club Child Protection Officer will:

Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

#### Aide Memoir

#### INFORMATION FOR SOCIAL SERVICES OR THE POLICE ABOUT SUSPECTED ABUSE.

Child's name \_\_\_\_\_

Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number

Person making the report \_\_\_\_\_

Person expressing concern \_\_\_\_\_

The nature of the allegation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of allegations

Time(s) \_\_\_\_\_

Special factors/other relevant info \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of any visible injuries

\_\_\_\_\_

\_\_\_\_\_

Details of witnesses

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have the parents been contacted?

\_\_\_\_\_

If so what has been said?

\_\_\_\_\_

Has anyone else been consulted?

\_\_\_\_\_

Who is alleged to be the abuser?

\_\_\_\_\_

Name of Person to whom reported (i.e. Club Child Protection Officer, Police, Social Services).

\_\_\_\_\_

Include Date and Time of Referral

\_\_\_\_\_

\_\_\_\_\_

Where possible referral to the police or social services should be confirmed in writing within 24 hours  
If staff have worries about sharing concerns about abuse with a senior colleague, they can contact Social Services or the Police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

**Sample consent form for the recording of images.**

**(Parents and children)**

*(Club or organisation)* recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The *(Club or organisation)* will follow the guidance for the use of photographs a copy of which is available from *(insert name)*

The *(Club or organisation)* will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform *(Club or organisation)* immediately.

I *(parent/carer)* consent to *(club/organisation)*  
photographing or videoing *(insert name)*

Date:

I *(insert name of child)* consent to *(Club or organisation)*  
photographing or videoing my involvement in *(sport)*

Date: