

# **NORTHBROOK KYU SHIN KAI JUDO CLUB**



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## **CHILD PROTECTION POLICY**

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# **Northbrook Judo Club – Child Protection Policy**

## **1. Introduction**

Northbrook Judo Club places the welfare and protection of children involved in its activities above all other considerations.

It is the policy of the club to safeguard the welfare of children and all others involved in its activities by protecting them from physical, sexual and emotional harm.

A letter is sent to all to parents of children about to join the club. The letter includes an outline of what the club will provide (in respect of a safe environment) and what is expected of them. It also includes an invitation to parents to contact a club official in the event of any behaviour of a coach or conduct of a training session causing concern. The Child Protection Policy, Club Constitution and a Code of Behaviour is provided with this letter.

## **2. Recruitment of Adults**

When a person approaches Northbrook Judo Club with the aim of working with young people the following steps are taken: -

### **2.1. Application Forms**

- All applicants are required to complete an Application Form containing some basic information about that person.

### **2.2. Interviewing**

- Applicants will be interviewed by either the Club President or Vice President prior to engagement into the club. This enables an initial impression of the person to be gained and an assessment as to their suitability to work with children and young people.

### **2.3. References**

- References are requested, preferably from other youth organisations, but alternatively from the candidates place of work. References are used to form the candidate's assessment together with the Application Form and Interview.

#### **2.4. Disclosure Form and Suitability Checks**

- All adults applying for membership at Northbrook Judo Club are required to complete a Disclosure Form, listing all previous convictions including spent convictions. (This form will be kept strictly confidential).
- All adults applying to work with children and young people at Northbrook Judo Club in any 'coaching or helpers' position are required to be Police checked. Additionally, checks will be made on all adults who have not already been the subject of vetting by other 'approved' youth organizations.

#### **2.5. Northbrook Policy If not sure about the person**

- Northbrook Judo Club's policy is not to allow an individual to work with children unsupervised before we are reassured. If we continue to harbour some concern we reserve the right to contact the British Judo Council (BJC) HQ to discuss our concerns and to take further action in finding out more about the background of the person.

### **3. Induction Of Adults**

All adults involved in activities of Northbrook Judo Club are to be made aware of and are required to follow the club's Code of Behaviour. They must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

All adults working within the Northbrook Judo Club must be made aware of: -

- The Code of Behaviour
- The guidelines for reporting allegations of child abuse
- The Club's Child Protection Policy and that all members are required to adhere to the Policy

To ensure that all adults have this information the Club Management Committee will take the following action in regard to new adult members:

- Give the applicant a copy of the Code of Behaviour. This sets out a list of do's and don'ts to be adopted when working with young people or children.
- Make sure all applicants understand that they must follow this Code of Behaviour or removal of membership is likely to result.
- All adults must also sign a copy of the Child Protection Policy Document showing that they have received and understood it before beginning to work with young people. This copy will be retained by the club.

- Wherever possible, no adult should be asked or allowed to work alone, particularly with children. The Club aims to prevent abuse and expects all adults to have support and to work in teams of 2 or more wherever possible.
- Senior members of the club will regularly visit all classes. In particular those classes conducted by coaches who have recently joined as these persons may need more support and their backgrounds and abilities may not be well known to senior officers of the club.

## **4. Existing Adult Coaches**

Existing coaches working with young people should be given a copy of the Code of Behaviour which they must follow. This may mean altering existing training techniques and procedures.

Existing coaches should also sign a copy of the Child Protection Document, which should be retained by the club.

It is expected that all existing coaches will appreciate the reasons behind the adoption of this policy and the additional protection it offers them and those in their care.

## **5. Action To Be Taken If Abuse Suspected or Reported (See Appendix 1):**

### **5.1. If you suspect a child is being abused**

- Immediately inform the Club President or Vice President
- Record the facts as you know them and give a copy to the Club President / Vice President
- Ensure that the child has access to an independent adult
- Ensure that no judo situation arises which could cause further concern

### **5.2. If a child discloses to you abuse by someone else**

- Allow the child to speak without interruption, accepting what is said
- Alleviate feelings of guilt and isolation, while passing no judgment
- Advise that you will try to offer support, but that you must pass the information on

### **5.3. If you receive an allegation about any adult or yourself:**

- Immediately inform the Club President
- Record the facts as you know them and give a copy to the Club President
- Try to ensure no-one is placed in a position which could cause further compromise.

## **5.4. Convictions of Abuse or Allegations of Abuse**

- Anyone convicted of an offence involving abuse or causing harm to children will be expelled from Northbrook Judo Club membership and be prohibited from participating or attending in any activities of the club.
- Adults against whom allegations of such offences have been made, which appear to be well-founded, will be denied access to children in the course of Northbrook Judo club's activities even though they may not have been convicted of a relevant offence. Any person so accused does, of course, have the right to appeal against this decision.

## **APPENDIX 1**

### **Guide on How to Deal with Allegations of Abuse**

#### **Listening to the Child**

If approached by a child with allegations or indications of abuse you must always listen carefully.

- React calmly so as not to frighten the child and take allegations seriously.
- Keep questions to a minimum and do not interpret what you are told.
- Tell the child that she/he is not to blame and reassure them that it was right to tell you.
- Reassure the child but do not promise confidentiality as this may not be possible later.
- Make a full written record of what is said, heard and seen immediately.
- Act without delay in accordance with the written procedures.
- Under no circumstances 'gossip' about allegations with others.

#### **Recording Information**

When recording allegations or suspicions of abuse it is important to record the facts at the time of receiving the information or if suspicion occurring. A useful checklist of matters to record will include: -

- Name and age of child
- Parent's/Guardian's name(s)
- Home address and telephone number
- Any special factors about the child
- What has prompted the concerns, including dates, times, places etc.; of any specific events
- Any physical, behavioural or other changes or signs which may indicate abuse
- Has the child been spoken to? If so, by whom, and when, recording what was said by each party
- Have the parents been contacted? If so, by whom and when, recording what was said by each party
- The identity of any alleged abuser

- Has advice been taken or has consultation occurred? If so, with details of who, where and when such discussions have taken place
- Whether the person making their report is expressing their own concerns or relaying those of another? If so, full details should be noted

## **Reporting Suspected Abuse**

All allegations/suspicions are to be referred immediately and directly to the club President or Vice President. No investigation or questioning is to be undertaken.

If the Club President is unavailable refer to other Club Official. All allegations/suspicions are to be referred, no matter how significant they may seem to be, or when they occur.

If the President or Vice President is implicated, refer directly to the BJC Area Representative.

## **Club President's Action**

The Club President's action (or someone acting on his behalf) to be taken as soon as possible, preferably within 24 hours: \_

- Write down notes: dates, times, facts, observations and verbatim speech if possible.
- Ensure correct details available of young person's name and address, and name and address of parent/guardian.
- Immediately contact Social Services Department of Local Authority or Police Child Protection Unit or NSPCC.
- Ask for the duty officer and indicate that you wish to discuss a matter of Child Protection
- Ask the name of the person to whom you are speaking
- Discuss (no information to be filtered or withheld)
- Await advice
- Ask if anyone else should be informed
- Prepare confidential file
- Record all notes, all conversations, and advice from Social Services
- Follow advice from Social Services
- Take no further action unless so advised by Social Services

## **APPENDIX 2**

### **Code of Behaviour**

**DO** treat everyone with respect.

**DO** provide an example for others to follow.

**Do** plan activities so that they involve more than one other person being present or at least in sight or hearing of others.

**DO** respect a young person's right to personal privacy.

**DO** provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere.

**DO** maintain a healthy adult lifestyle.

**DO** use common sense in selecting subjects to demonstrate skills on.

**DO** remember that someone else might misinterpret your actions, no matter how well intentioned.

**DO** recognise that caution is required especially in sensitive moments of counselling such as when dealing with bullying, bereavement or abuse.

**DO** have separate sleeping accommodation for coaches and children.

**DO NOT** permit abusive youth peer activities (e.g. ridiculing, bullying).

**DO NOT** have inappropriate physical or verbal contact with others.

**DO NOT** jump to conclusions about others without checking the facts.

**DO NOT** allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums and crushes but deal firmly and fairly with such behaviour at all times.

**DO NOT** exaggerate or trivialize child abuse issues.

**DO NOT** show favouritism to any individual.

**DO NOT** make suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature.

**DO NOT** rely on your good name to protect you, it may not be enough.

**DO NOT** believe 'it can never happen to me', it can!

**DO NOT** get close to or have physical contact with a young person without clearly explaining what you are going to do (e.g. correcting position of foot showing a skill) etc.

## APPENDIX 3

### Confidential Disclosure Form

Personal Disclosure from all Volunteers Working with Children and Young People.

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order?

Yes

No

If yes, please state below the nature and date(s) of the offence(s)

Signature: ..... Date: .....

Name: .....

Any Surname previously known by: .....

Address: .....

Address: .....

Town: .....

County: .....

Post Code: .....

Please list all previous addresses for the past 5 years

Date of Birth: ..... Place of Birth: .....

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 as amended by the Rehabilitation of Offenders Act 1974

(Exceptions Amended) Orders 1986 you should declare all convictions including 'spent' convictions).

## **APPENDIX 4**

### **Confidential Reference Form**

..... has expressed an interest in becoming a volunteer with the Northbrook Judo Club and has given your name as a referee. This post involves substantial access to children. As the Northbrook Judo Club is committed to the welfare and protection of all children participating in its activities, we are anxious to know if you would have reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, all information contained within it will remain absolutely confidential, and will only be shared with the applicant's immediate supervisor at the club should they be offered a voluntary position. We would appreciate you being very candid, open and honest in your evaluation of this person.

How long have you known this person?

In what capacity have you known this person?

What attributes does this person have that would make him/her suitable?

How would you describe their personality?

This post involves substantial access to children. As the Northbrook Judo Club is committed to the welfare and protection of children, we are anxious to know if you have any reason for concern regarding this applicant being in contact with children or young people.

Please answer Yes/No.....

