

**JAPAN KARATE
SHOTORENMEI (JKS)**



CHILD PROTECTION POLICY

Version 1

Contents

1. Introduction
2. Policy Statement
3. Policy Aims
4. Promoting Good Practice
5. Good Practice Guidelines
6. Practices to be avoided
7. Incidents that must be reported/recorded
8. Use of photographic filming and equipment at JKS events
9. Recruitment and training of staff and volunteers
10. Defining Child Abuse
11. Common signs of abuse
12. Responding to suspicions or allegations
13. Support to deal with the aftermath of abuse
14. Allegations of previous abuse
15. Action if bullying is suspected
16. Flow charts of action/concerns
17. Further information
18. Timing and location
19. Responding to the child
20. Form 1
21. Form 2
22. Declaration

Introduction

Throughout this document Japan Karate Shotorenmei is referred to as the JKS.

The JKS Governing Body has developed this Policy for implementation throughout its member clubs in England and Wales.

The JKS recognises the need to make provision for children and young people, and acknowledges its moral and legal responsibility to ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial or ethnic origin, religious beliefs, or sexual identity, have the right to protection from abuse
- All suspicions and allegations of abuse will be heeded and responded to swiftly and appropriately
- All instructors, JKS and club officials, volunteers, responsible adults, and any other adults in a position of authority within our practice of karate have a responsibility to report concerns to the appropriate officer. The JKS Child Protection Officer is Simon Martin; Mobile: 07387 184150, Email: simonmartin0802@gmail.com.

The Children's Act 1989 defines a child as a person under the age of 18.

The JKS has accepted this policy.

The JKS is committed to working in partnership with all agencies to ensure best practice when protecting children and young people within our member clubs.

Adopting best practice will help to safeguard those participants from potential abuse as well as protecting instructors and other adults in positions of responsibility from any potential allegation of abuse.

This document is binding upon JKS clubs and provides procedures and guidance to everyone within the JKS, whether working in a voluntary or professional capacity.

Policy Statement

The JKS has a duty of care to safeguard all children involved in karate from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

To this end the JKS will strive to ensure the safety and protection of all children involved in our karate through adherence to the Child Protection guidelines adopted by the JKS and approved by Sport England and the NSPCC Child Protection in Sport Unit.

The policy must be implemented by member clubs and is applicable to all within the JKS.

Karate can have a very powerful and positive influence on people especially young people. Not only can it provide opportunities for enjoyment and achievement; it helps to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. The JKS will ensure that for those positive experiences to take place, those who lead JKS training and practice have the welfare of young people uppermost in their mind and that there are proper procedures and practices to support and empower them.

Policy aims

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

- Providing children and young people with appropriate safety and protection whilst in the care of clubs and instructors affiliated to the JKS
- Ensuring that all incidents of poor practice and allegations of abuse are heeded and responded to swiftly and appropriately
- Allowing all instructors, club officials and adults in positions of authority to make informed and confident responses to specific child protection issues
- Recognising the legal and statutory definition of a child; the distinction between ages of consent, civil and criminal liability are recognised but for the purposes of child protection in the JKS, a young person is recognised as being under the age of 18 years [Children's Act 1989]
- The JKS recognises that persons above the age of 18 may be vulnerable to undue influence by adults in positions of responsibility, for example international competitors aged under 21 years and provision is made for this
- Through the JKS Child Protection implementation plan each of our member clubs will provide a suitable individual to act as their Child Protection Officer and commit to awareness-raising and training events to assist them in fulfilling their role, and to gain familiarity in the use of the JKS template forms and reporting sheets
- Confidentiality will be upheld in line with the Data Protection Act 1984, the Human Rights Act 2000 and the JKS Whistleblowing Policy
- This Policy will be reviewed annually by the JKS Child Protection Officer.

Promoting Good Practice

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 a judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the karate training, competing and participation environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, club official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

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

When a child enters a karate club having experienced abuse outside the training environment, karate can play a crucial role in improving the child's self esteem. In such instances the club should work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All those involved in karate should be encouraged to demonstrate exemplary behaviour in order to safeguard children and young people and protect themselves from allegations. The following are examples of how to create a positive culture and climate within the practice of karate:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- Treating all young people/disabled adults equally, and with respect and dignity
- Placing the welfare and safety of the child or young person first above the development of performance or competition
- Maintaining a safe and appropriate distance with young karateka (e.g. it is not appropriate 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 karate fun, enjoyable and promoting fair play
- Where any form of manual or physical support is required, it should be provided openly and in accordance with the JKS guidelines
- Keeping up to date with the technical skills, qualifications and insurances within karate.
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in changing rooms). If groups of young karateka have to be supervised in changing rooms, always ensure parents/instructors/coaches/club officials work in pairs.
- Ensuring when mixed teams are taken away, they should always be accompanied by male and female supervising adults (however, same gender abuse can also occur)
- Ensuring that at tournaments or residential events, adults should not enter childrens' rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking, drinking alcohol, swearing, or using inappropriate language 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 unduly against their will

- Securing parental consent in writing to act in *loco parentis*, if the need arises to give permission for the administration of emergency first aid
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental consent if club officials are required to transport young people in their cars.

Within the JKS coaching practice, particular attention should be paid to children and young people practising together and this guidance is now included here.

JKS instructors must understand the added responsibilities of teaching children and also the basic principles of growth and development through childhood to adolescence. Exercises should be appropriate to age and build. Instructors should not simply treat children as small adults, with small adult bodies.

- There is no minimum age for a child beginning karate, as the build and maturity of individuals varies greatly. However the nature of the class must be tailored to consider these factors.
- In general, the younger the child, the shorter the attention span. One hour is generally considered sufficient training time for average 12 year old or below. Pre-adolescent children have a metabolism that is not naturally suited to generating anaerobic power, and therefore they exercise better aerobically; that is, at a steadily maintained rate. However, they can soon become conditioned to tolerate exercise in the short explosive bursts that suit karate training.
- Children should not do assisted stretching - they generally do not need to, and there is a real risk of damage with an inconsiderate or over-enthusiastic partner.
- Children should be carefully matched for size and weight for sparring practice.
- Great care must be taken, especially where children train in the proximity of adults, to avoid collision injury.
- Children should not do certain conditioning exercises, especially those, which are heavy or load bearing, for example weight training or knuckle push-ups.
- Children should not do any heavy or impact work but should concentrate on the development of speed, mobility, skill and general fitness.

Practices to be avoided

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

Otherwise, instructors, club officials and other adults should avoid:

- Spending excessive amounts of time alone with children away from others
- Taking or dropping off a child to an event.

The JKS follows the specific guidance of the NSPCC Safe Sports Events document and Sportscheck document regarding its events and also events that members travel to.

JKS guidance covers – transport arrangements, travel checklists, supervision and staffing, emergency procedures, insurance, special overnight arrangements, and any special health requirements.

Within the provision for young talented karateka JKS follows Sport England, UK Sport and BOA guidelines as detailed within the Karateka Charter.

Practices never to be sanctioned

The following should never be sanctioned. Instructors and other adults 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 tasks of a personal nature for children or disabled adults that they can do for themselves
- Invite or allow children to stay at their home unsupervised.

It may sometimes be necessary for staff or volunteers to do tasks of a personal nature for children, e.g. if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents/carers and the child. If a person is fully dependent, talk with him/her about what is being done and give choices where possible. This is particularly important in any dressing or undressing of outer clothing, or where there is physical contact such as, lifting/assisting to carry out particular activities. Adults should avoid taking on the responsibility for tasks for which they are not appropriately trained.

Incidents that must be reported / recorded:

If any of the following occur, it should be reported immediately to another adult colleague within the club and recorded. The parents of the child must be told if:

- A child or young person is accidentally hurt
- He/she seems distressed in any manner
- A student appears to be sexually aroused by an adult's actions
- A child or young person misunderstands or misinterprets something which is done.

Contained within the JKS Club guidelines document are some practical ways to help safeguard children and young people who take part in karate training:

- Instructor ratios
- Changing room awareness
- Dealing with injuries and illness
- Collection of children by parents/carers
- Discipline issues
- Physical contact issues
- Sexual activity issues
- Participants with disabilities.

Use of photographic filming equipment at JKS events

There is no intention to stop people photographing their children or club mates, or to prevent photography and video being used as an educational tool, but this is in the context of appropriate safeguards.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled participants in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Club and JKS Child Protection Officer. Any parent who wishes to photograph their child must seek permission from the instructor or competition organiser. Official photographers must be registered with the event organiser and wear identification. Please refer to JKS Photography Policy.

The JKS has a policy of recording authorised camera operators and this is implemented at our national junior and senior championships.

All passes must be worn while filming or taking photographs. Where an operator is asked to produce a valid pass and fails to do so, they may be required to leave the premises. This pass is for use in the spectator seating areas unless otherwise specified. It is not for permission to use photographic equipment around the competition areas. If this privilege is abused and contradicts the well being, ethics and integrity for which it was intended, the operator will be accountable and will be required to leave the competition venue. Their details will be reported to the relevant authority.

Videeing as a coaching aid:

There is no intention to prevent club coaches and instructors using video equipment as a legitimate coaching aid. However, young karateka and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films and images.

The JKS also follows closely the guidance issued by the Child Protection in Sport Unit advising that:

- Where karateka are used in promotional material the appropriate consent is obtained
- Avoid using the first name and surname together, of individuals in a photograph
- If the karateka is named, the photograph is not used without first obtaining the appropriate consent for the name usage
- Seek parental permission and that of the participant to use any image of any such participant.

[Our parental consent form is enclosed as an appendix].

Recruitment and training of staff and volunteers:

Advertising will reflect the aims of the JKS key responsibilities of the role and necessary experience, and the open and positive stance of the JKS on child protection explicit.

Pre-application information will be sent and a standard format application form is necessary for all posts.

Following short listing formal interviews will be held and the successful applicant will only be allowed to take up their post and duties once their DBS check has been cleared by the JKS.

The JKS recognises that anyone may have the potential to abuse children in some way and that all reasonable steps will be taken to ensure that unsuitable people are prevented from working with children. The same procedures will be used consistently for all posts whether paid or voluntary, full-time or part-time, permanent or temporary.

Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing an organisation, are treated as employees whether working in a paid or voluntary capacity.

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past, any gaps in life history or employment record, and a self-disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service
- Two confidential references, which wherever possible will include one regarding previous work with children; and one from the current or last employer, or organisation where a position of responsibility was/is held. These references shall be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving license with photo).

Interview and induction:

All employees (and volunteers) will be required to undergo an interview carried out to the acceptable protocol and recommendations within the JKS Recruitment and Selection Policy. All employees and volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures)
- Qualifications should be substantiated
- Job requirements and responsibilities should be clarified
- Candidates should sign up to the JKS Code of Ethics and Conduct. (attached as **appendix 8**)
- Child protection procedures are explained and training needs are identified.

Existing Staff:

All current JKS employees and officers shall complete a declaration of self-assessment and a DBS enhanced disclosure.

It is a requirement of all new clubs to ensure their officers have been suitably DBS checked before they are accepted into membership. This requirement is contained within the application and information pack.

Defining Child Abuse

Child abuse is when an adult harms a child or young person. There are several main types of abuse:

- **Physical abuse:**

This includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol.

- **Emotional abuse:**

This includes being called names all the time, being threatened or being shouted at or made to feel "small".

- **Sexual abuse:**

This includes being touched in a way by an adult or young person, being forced to have sex, or being made to look at sexual pictures or videos.

For some disabled children, it includes if a person helping them to use the toilet touched them more than was needed.

- **Neglect:**

This is when a child is not looked after properly, including having no place to stay, or not enough food to eat, or clothes to keep them warm. It also includes if the child is not given medical care when they need it, including medication.

For some disabled children, it could include if a carer takes away the items that are needed for everyday life - like their wheelchair or communication board; or not helping a disabled child who needed help using the toilet.

- **Bullying:**

This is also a form of abuse. Bullying includes hitting or threatening a child with violence, taking their things, calling them names or insulting them, making them do things they won't want to do, and deliberately humiliating or ignoring them.

Common Signs of Abuse

Every child is unique, so behavioural signs of abuse will vary from child to child. In addition, the impact of abuse is likely to be influenced by the child's age, the nature and extent of the abuse, and the help and support the child receives. However, there are some behaviours that are commonly seen in children and young people who have been abused:

- The child appears mistrustful of a particular adult, or a parent or an instructor with whom you would expect there to be a close relationship
- He or she has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them
- If he or she has an injury which is not explained satisfactorily or properly treated
- Deterioration in his or her physical appearance or a rapid weight gain or loss
- Pains, itching, bruising, or bleeding in or near the genital area
- A change in the child's general behaviour for example, they may become unusually quiet and withdrawn, or unexpectedly aggressive - such changes can be sudden or gradual
- If he or she refuses to remove clothing for normal activities or wants to keep covered up in warm weather
- If he or she shows inappropriate sexual awareness or behaviour for their age
- Some disabled children may not be able to communicate verbally about abuse that they may be experiencing or have witnessed; it is therefore important to observe these children for signs other than 'telling'.

These signs should be seen as a possible indication of abuse and not as a confirmation. Changes in a child's behaviour can be the result of a wide range of factors.

Visible signs such as bruising or other injuries cannot be taken as proof of abuse. For example some disabled children may show extreme changes in behaviour, or be more accident prone, as a result of their impairment. A child or young person may also try to tell a person directly about abuse. It is very important to listen carefully and respond sensitively.

The JKS has a responsibility to act on any concerns.

Responding to suspicions or allegations

It is not the responsibility of anyone instructing or with any other role in the JKS, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. This is the role of the child protection agencies. However there is a responsibility for all involved in karate to act on any concerns through contact with the appropriate authorities.

Advice and information is available from the local Social Services Department, the Police or the NSPCC 24 hour Help line 0800800 5000

The JKS assures all staff/volunteers 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.

Where there is a complaint against an adult there may be three types of investigation

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation.

The results of a Police and child protection investigation may well influence a disciplinary investigation, but not necessarily.

Action

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Child Protection Officer will deal with it as a misconduct issue
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the chairman of the JKS England and Wales who will decide how to deal with the allegation and whether or not to initiate further proceedings.

Concerns about suspected abuse:

- Any suspicion that a child has been abused by any adult in a JKS club 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
- The Child Protection Officer will refer the allegation to the relevant social services department or agency, which may involve the Police, or go directly to the Police if out-of-hours
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department, agency or Police
- The club Child Protection Officer should also notify the JKS Child Protection Officer immediately
- If the Child Protection Officer is the subject of the suspicion/allegation, this must be reported to the JKS Lead Child Protection Officer.

Confidentiality

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information must be handled and disseminated on a need to know basis only.

This includes the following people:

- The club Child Protection Officer
- The parents of the young person who is alleged to have been abused
- The person making the allegation
- Social services/police/other agency
- The JKS Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child).

Social Services advice should be sought on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act (e.g. that information is accurate, regularly updated, relevant and secure).

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and instructors and other adults in clubs may need. Use of helplines, 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, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by an instructor who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the JKS Child Protection Officer. This is because other children, either within or outside karate, may be at risk from this person. 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.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in '**Responding to suspicions or allegations**' above.

Action to help the victim and prevent bullying in karate:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (it is currently 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.
- Investigate all allegations and take action to ensure that the victim is safe. Speak with the victim and the bully/bullies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the JKS Child Protection Officer.

Action towards the bully/bullies:

- Talk with the bully/bullies, explain the situation, and try to get the bully/bullies to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully/bullies' parents
- Insist on the return of 'borrowed' items and that the bully/bullies compensate the victim
- Provide support for the victim's instructor
- Impose sanctions as necessary
- Encourage and support the bully/bullies 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.

Concerns outside the immediate karate environment (e.g. a parent or carer):

- Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible
- If the Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately
- Social services and the Child Protection Officer will decide how to involve the parents/carers
- The Child Protection Officer should also report the incident to the JKS Child Protection Officer
- Maintain confidentiality on a need to know basis only.

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, including dates, times, any special factors and other relevant information
- A clear distinction, wherever possible, 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 any 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 and, if so, what has been said?
- Has anyone else been consulted?
- If the child was not the person who reported the incident, has the child been spoken to?
- Has anyone been alleged to be the abuser?

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.

If anyone is worried about sharing concerns about abuse with a club or JKS colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

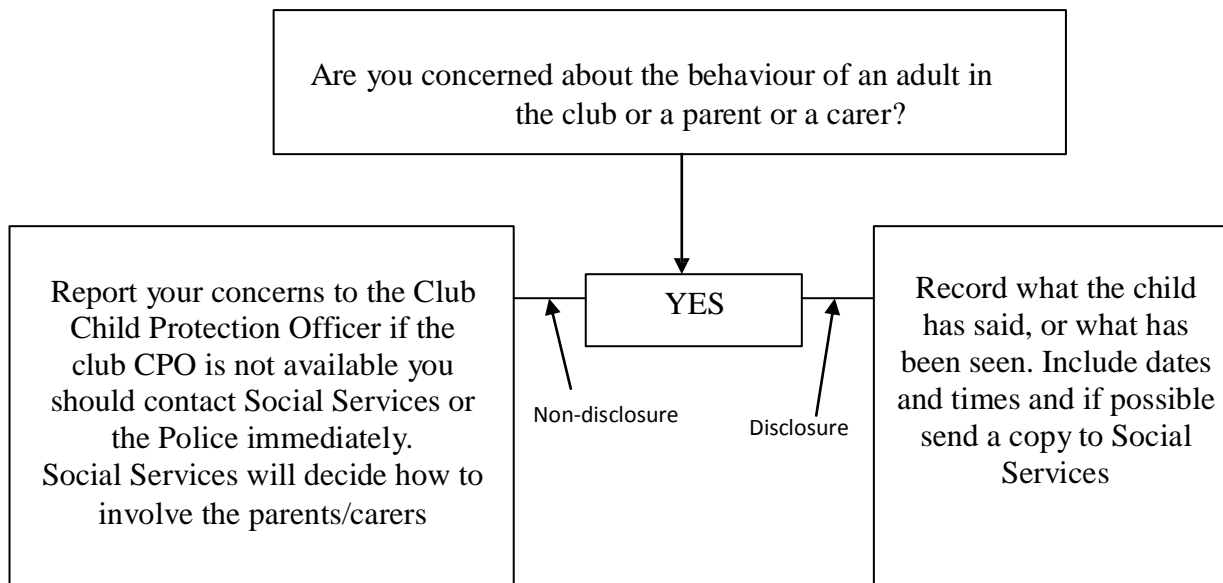
False allegations of abuse do occur, but they are rare. Immediate action should always be taken if a child says or indicates that he or she is being abused, or there is reason to suspect that this is the case. This may involve dealing with the child, his parent or carer, colleagues at the club / organisation, instructors/coaches, external agencies or the media.

Children who are being abused will only tell people they trust and with whom they feel safe. A coach or instructor will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust. **Children want the abuse to stop.** By listening and taking what a child is telling you seriously, an adult will already be helping to protect them.

It is useful for adults to think in advance about how they might respond to this situation in such a way as to avoid putting themselves at risk.

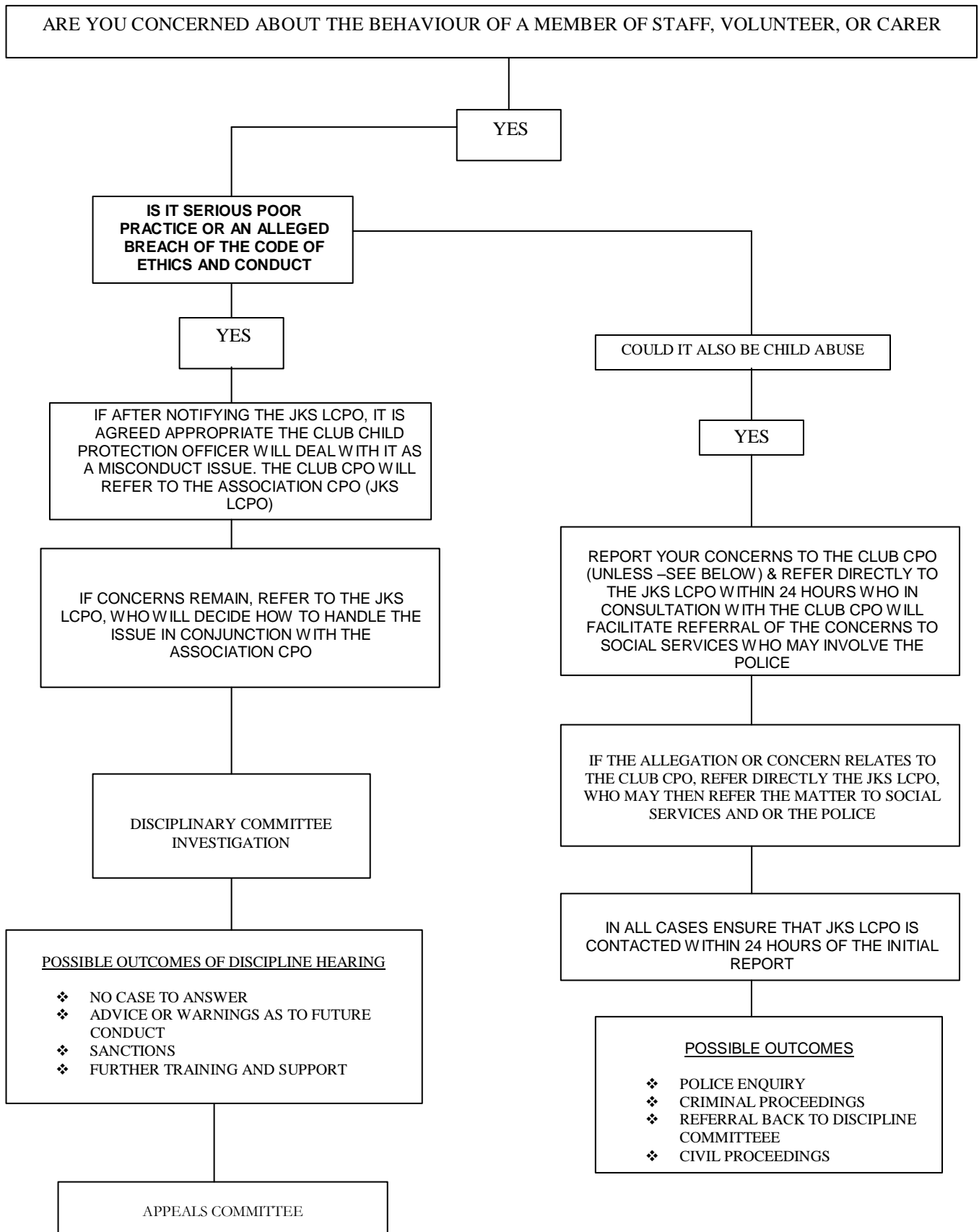
Flow chart of action to take if there are concerns about a child's safety or welfare

The following action should be taken if there are concerns:



The club Child Protection Officer should always inform the JKS Lead Child Protection Officer on the appropriate form provided within 24 hours.

What to do if there are concerns



Further Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following:

- Name of child
- Age of child and date of birth
- Race and ethnic origin of the child
- Relevant disability or special needs if applicable
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else?
- If it is not the child making the report has the child concerned been spoken to? If so what has been said?
- What is 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
- Describe any visible bruising or other injuries, behavioural and indirect signs
- Record the details of witnesses to the incident/s
- 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.
- Has anyone been alleged to be the abuser? Record details.

Timing and Location:

It is understandable that the child may want to see an adult alone, away from others. The child may therefore make an approach at the end of a session when everyone is going home, or may arrive deliberately early at a time when they think an instructor will not be so busy. However, a disclosure is not just a quick chat, it will take time and usually has further consequences. Adults should bear in mind that they may also need to attend to other students / children, check equipment or set up an activity – a session cannot simply be left unattended. Therefore, it is important to try to arrange to speak to the child at an appropriate time.

Location is very important. Although it is important to respect the child's need for privacy, adults also need to protect themselves against potential allegations. The child's disclosure should not be listened to in a completely private place and adults should ensure that other colleagues are present or at least nearby.

All records of disclosures should:

- Be written as soon as possible, signed and dated
- Clearly distinguish between fact, observation, allegation and opinion
- Note the name, date, the event, a record of what was said, and any action taken in cases of suspected abuse
- Be held separately from main records
- Be exempt from open access.

Responding to the child:

- Do not panic – react calmly so as not to frighten the child.
- Acknowledge that what the child is doing is difficult, but that they are right to confide.
- Reassure the child that they are not to blame.
- Make sure that, from the outset, it can be understood what the child is saying.
- Be honest straight away and tell the child that promises cannot be made or kept.
- Do not promise to keep the conversation secret. Explain that other people will need to be involved and that things will need to be written down.
- Listen to and believe the child; take them seriously.
- Do not allow shock or distaste to show.
- Keep any questions to a minimum, but do clarify any facts or words that are not understood – do not speculate or make assumptions.
- Avoid closed questions (i.e. questions which invite yes or no answers).

- Do not probe for more information than is offered.
- Encourage the child, to use its own words.
- Do not make negative comments about the alleged abuser.
- End the disclosure and ensure that the child is either being collected or is capable of going home alone.
- Do not approach the alleged abuser.

The JKS has designed the following forms for your use:



RECORD OF DISCLOSURE FORM

Date..... **Club name**

Your name.....**Position held**.....

Name:(child).....**Age**..... **D.O.B**.....

Address.....

.....**Postcode**:..... **Tel**.....

Race.....**Ethnic Origin**.....

Relevant special needs (if any).....

Name and address of person reporting (if different to above)

.....

.....

Date:.....**Time**:.....**Place (of disclosure)**.....

What the child said:

Your own observations:

**Any actions or advice given that you have decided to take:
(Parent /Police/Social Services/Local Authority/Other) -
Please detail below**

Your name..... **Signature**.....

Licence No:..... **Club reference Number**.....



CHILD PROTECTION CONTACTS

Name of the person in your normal coaching environment to whom you should report any concerns about child protection issues:

.....

Job Title

Address

.....

.....

.....

Tel No:

Association Child Protection Officer:

.....

Tel No:

Social Services Contact:

Tel No:

Police Station Contact:

.....

Tel No:.....

Name of local hospital:

Tel No: