

CHILD PROTECTION POLICY



BARNET JUDO

Barnet Judo Club

Version 2.1: November 2007



Barnet Judo Club is registered with The British Judo Council, which is affiliated to The British Judo Association, the National Governing Body for Judo in the UK.



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Barnet Judo Club would like to acknowledge the help and advice provided by The British Judo Council, the NSPCC and The British Judo Association in providing the framework and guidelines for the production of this Child Protection Policy for the Club.

Barnet Judo Club: Child Protection Policy and Guidelines

Introduction

Barnet Judo Club is fully committed to safeguarding the well-being of all its members, particularly children. Volunteers should, at all times, show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way which reflects the principles of the British Judo Council.

The Club upholds the principle that all children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse. The members, coaches and volunteers of the Club are committed to the welfare and protection of children so that they can enjoy sporting activities in safety without fear, threat or abuse and therefore places the welfare and protection of children involved in its activities above all other considerations.

It is widely accepted that it is the responsibility of every adult to protect children from abuse, and 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. It is recognized that abuse can occur within many situations, including the home, school and the sporting environment. Everyone who works in Judo in either a paid or voluntary capacity, together with those working in affiliated organizations, has a role to play in safeguarding the welfare of children and preventing their abuse.

Child Protection Policy

Barnet Judo Club accepts that in all matters concerning child protection the welfare and protection of the child is of paramount importance. It is the policy of both the Club and the British Judo Council to safeguard the welfare of children and all others involved in its activities by protecting them from physical, sexual and emotional harm.

Everyone applying for membership (or registering to work with young people) will be required to disclose all convictions, whether spent or not. Checks will be made on all adults who have not already been the subject of vetting by other 'approved' youth organizations. All adults involved in activities at the Club 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.

Anyone convicted of an offence involving abuse or causing harm to children will be subject to disciplinary action which will normally include expulsion from membership and prohibition from participating or attending in any activities of both Barnet Judo Club and the British Judo Council.

Adults against whom allegations of such offences have been made, and which appear to be well-founded, will be denied access to children in the course of both Barnet Judo Club's and the British Judo Council'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.

All Clubs and Areas affiliated to or registered with the BJC are expected to adopt their own child protection policy and to have introduced vetting procedures for all persons likely to work with children in the course of Judo activities. National guidelines on recruitment and selection procedures are available from the British Judo Council Headquarters.

Principles

Children and young people have a right to expect us to protect them from harm. By taking care to uphold these principles we can help to assure their welfare and development.

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, religious belief or sexual identity.
- Barnet Judo Club will take seriously all suspicions and allegations of abuse and respond swiftly and appropriately.

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- Anyone under the age of 18 years is considered as a child for the purposes of this document.
- Barnet Judo Club recognises that working in partnership with children and their parents/carers is essential for the protection of the children.
- Barnet Judo Club recognises the roles and responsibilities of statutory agencies in relation to safeguarding children and young people and promoting their welfare and is fully committed to working together with the Local Children's Safeguarding Boards (LCSB) and to comply with its procedures.

It is a criterion of membership of the British Judo Council, and fully endorsed by the Club, that all registered clubs, regions and affiliated bodies require staff, coaches, officials, administrators, parents and participants adopt and abide by Protection Policies and Procedures.

Physical Education and School Sport Club Links (PESSCL)

British Judo has substantial links with both schools and colleges. In addition to the British Schools Judo Association activities there are numerous after school clubs and community clubs using education facilities. Many of these school-based Judo activities come under the National School Sport strategy and PESSCL initiative and as such are required to follow the '*National School Sport Strategy Protocol for Safeguarding Children*' guidelines developed in partnership by the NSPCC CPSU, DfES, Sport England and PESSCL funded National Governing Bodies. For further information and a copy of these guidelines please visit http://www.afpe.org.uk/public/downloads/nss_safeguarding.pdf.

It is essential that everyone is clear about how to report a concern about the welfare of a child or young person and about lines of accountability for safeguarding and protecting children where sports organisations link with Education. In summary this means following the guidelines set out in the policy.

Our Responsibilities

Barnet Judo Club recognises its responsibilities both morally and legally under current legislation (including the Children Acts 1989 and 2004) and will use our best efforts to promote good practice to protect children.

Barnet Judo Club recognises that we have a responsibility to:

- Safeguard and promote the interests and well being of children and young people with whom we are working.
- Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment and respect their rights, wishes and feelings.
- Confidentiality should be maintained in line with the Human Rights Act 2000 and the Data Protection Act 1988.
- In accordance with '*Working Together to Safeguard Children*' 2006 (HM Government) we recognise that Barnet Judo Club has the following statutory duties, roles and responsibilities:
 - Effective recruitment & selection procedures – including Safeguarding checks
 - Culture of listening to children and young people

Our child protection procedures are intended to:

- Offer safeguards to the children and young people with whom we work, and to our members of staff, volunteers and those in affiliated organisations.
- Help to maintain professionalism and high standards of practice.

We recognise that any procedure is only as effective as the ability and skill of those who operate it. We are therefore committed to:

- Operating sound recruitment procedures.
- Providing support, appropriate training and adequate supervision to all our staff, coaches and officials so that they can work together with parents/carers and other organisations to ensure that the needs and the welfare of children remain paramount.

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To protect children from harm, all adults coming into contact with young people should be subject to the steps listed. This includes all adults at all levels, including 'helpers' involved, for instance, in transport. If there are any concerns about any adult – always seek additional help. Guidance and advice is always available from the British Judo Council Headquarters.

Categories of Child Abuse

While no hard and fast rules exist, child abuse is usually considered to fall into one of five broad categories:

Physical Abuse

This occurs when a person physically injures or hurts a child or knowingly fails to prevent physical injury (or suffering) to a child. It includes injuries caused by hitting, shaking, squeezing, burning and biting or using excessive force. It also occurs when young people are given alcohol, inappropriate drugs, or there is a failure to supervise their access to these substances. In Judo physical abuse may also occur due to:

- Overly hard randori
- Demonstrating techniques too hard or repeatedly without use of a safety mat. Frightening a child by throwing heavily may fall into this category.
- Over training and inappropriate training which disregards the capacity of the player's immature and growing body. This also applies to over-competing.
- Forcing (or "suggesting") that a child loses weight to make a weight category This would include the use of sauna suits and bin bags to de-hydrate to lose weight

This is a very complex issue and beyond the scope of this document but as a rule of thumb a child should eat a healthy well balanced diet, train as appropriate to the capacity of their immature and growing body. They must compete in the weight category that their growing body naturally settles at.

Sexual Abuse

This occurs if a person uses a child or adolescent sexually for his/her own gratification and may include encouraging or forcing a child or young person to take part in sexual activity. This includes indecent exposure, indecent words or suggestions, fondling, oral and anal sex, masturbation and showing pornographic material as well as full sexual intercourse. Sexual abuse is committed by both male and female. The Judo environment, which may involve physical contact with children, could offer an opportunity for some forms of sexual abuse to go unnoticed. In Judo, sexual abuse may occur when:

- An adult uses the context of a training session to touch young people in an inappropriate sexual way, e.g. during ground work (ne waza).
- Coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship.
- Coaches or managers imply better progression of the player in return for sexual favours.
- Children and young people being required to weigh-in naked or in underwear.

Note: In junior competitions children must weigh-in wearing Judogi trousers for boys and Judogi trousers and t-shirt for girls. The weigh-in must be conducted in an open environment.

Emotional Abuse

This occurs when a person causes a child emotional distress or fails to provide emotional support and includes the situation where individuals persistently fail to show young people due care with regard to their emotional welfare, for example when a young person may be constantly shouted at, threatened or taunted, or be subject to sarcasm and unrealistic pressures. There may also be over-protection, preventing young people from socialising, or bullying to perform to high expectations. The young

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person may lose self-confidence and may become withdrawn and nervous. In Judo, emotional abuse may occur when coaches, volunteers or parents:

- Provide repeated negative feedback in public or private.
- Repeatedly ignore a young player's effort to progress.
- Repeatedly demand performance levels above the young player's capability.
- Over-emphasise the winning ethic.
- Make a young player feel worthless, unvalued or valued only insofar as they achieve the expectations of their coach/parents/others
- Encompass a "pressure to win" environment or setting of unrealistic targets and "blaming" the child when he/she does not reach them.

Neglect

This occurs when an adult fails to meet a young person's basic needs for food, warmth and protection etc. Neglect in Judo could occur when:

- Young players are left alone without proper supervision.
- A young player is exposed to unnecessary heat or cold. This would include the use of sauna suits and bin bags to de-hydrate to lose weight.
- A young player is not provided with necessary fluids for re-hydration.
- A young player is exposed to an unacceptable risk of injury or unreasonable physical demands.
- Exposing children to unhygienic conditions.
- Exposing children to a lack of medical care.
- Non-intervention in incidents of bullying or taunting.

Bullying: Let's Throw Bullying out of Judo Before it gets a Hold.

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser is a young person, for example in the case of bullying.

Bullying can be defined as deliberate hurtful behaviour that can take its form both physically and/or verbally against another person, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Although anyone can be a target of bullying, the victim is usually shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons, overweight, physically small, having a disability or belonging to a different race, culture or religious belief.

Bullies can be both male and female. Although bullying often takes place in schools, it does and can occur anywhere there is poor or inadequate supervision, on the way to/from school, at a sporting event, in the playground and in changing rooms.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused themselves. Typically bullies can have low self-esteem, be, aggressive, jealous and excitable. Crucially, they have learnt how to gain power over others.

Whilst Barnet Judo Club acknowledges bullying we feel that bullying is also a form of physical and/or emotional abuse and will not be afraid to call certain behaviour as just that – abuse.

There are many types of bullying including:

- Physical: hitting, kicking and theft.
- Verbal: name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures.
- Emotional: tormenting, mobile text messaging, ridiculing, humiliating and ignoring
- Sexual: unwanted physical contact or sexually abusive comments, use of camera phones to record images of players in changing rooms.
- Physical: pushing, kicking, hitting, punching or any use of violence

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- Racist: racial taunts, graffiti, gestures
- Homophobic: because of, or focussing on the issue of sexuality

In Judo bullying may occur when:

- A parent/coach who pushes too hard.
- A coach who adopts a win-at-all-costs philosophy.
- A player who intimidates others.
- An official who places unfair pressure on a person.

Coaches hold a position of power over the relationship with their athlete and must not abuse this position to bully children/vulnerable young adults in their care.

In Judo bullying may occur when the coach is:

- Overly zealous
- Resorts to aggressive, physical or verbal behaviour
- Torments, humiliates or ignores an athlete in their charge/care

Judo does not traditionally have a culture of bullying. There may be several reasons for this, but it is widely accepted that, at its heart are the principles underpinning the approach to training taken by the founder of Judo, Professor Jigoro Kano.

A young gentleman of no sizable physique, Professor Kano was a victim of bullying as a child and wanted to get strong by one means or other. On hearing about Jujitsu, an ancient Japanese martial art and exercise in which a man of small strength can beat a man of Herculean strength, Professor Kano became determined to master its secrets.

In developing the sport of Judo as a physical means of education, Professor Kano devoted just as much consideration to moral and intellectual training as to technical instruction. In a lecture on the principles of Judo and their application to all phases of human activity, given at the Parnassus Society in Athens, Greece, Professor Kano stated that:

"First of all moral culture must be pursued from the intellectual side, enabling a man to know what is right and what is wrong and also enabling him to reason out and decide this even under complicated circumstances. At the same time cultivation of the emotional and volitional power, as well as the importance of forming good habits, must not be forgotten. But very few people seem to study these things seriously. This, I believe, is also due to the lack of recognition of the Principle of Maximum Efficiency."

It may seem strange to quote philosophy from the founder of Judo in a policy document developed to child protection and related procedures, however, it is this philosophy which is at the core of Judo even today.

Kano believed that the diligent practice of Judo should lead to the realisation that one cannot progress at the expense of others; hence only mutual prosperity offers the key to any real progress in human life. This principle of co-operation in learning still underpins the sport today, and can be seen in the respect shown to rival exponents through the formal bow (Rei).

Professor Kano developed two universal principles for Judo: Seiryoku-Zenyo (the Principle of Maximum Efficiency with Minimum Effort) and Jita-Kyoei (the principle of Mutual Welfare and Benefit). Both principles are essential for understanding where our culture of caring for each other comes from in Judo. Professor Kano went on to state that one part of the principle of Mutual Welfare is: "to strive for self-perfection and to aim to contribute to human welfare and benefit". In other words by trying to improve yourself, you not only gain a better understanding of yourself, you also become a better person by developing a better understanding of other people – thus where both these principles are put into practice there is absolutely no room for a culture of bullying within Judo.

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Barnet Judo Club cannot stress strongly enough how important it is that everyone in our Club (coaches, players, officials, parents and volunteers) abides by, and promotes, the importance of keeping both the Principle of Maximum Efficiency and the Principle of Mutual Prosperity and Benefit at the core of our sport. The damage inflicted by bullying can often be underestimated and can cause considerable distress to children and young people sometimes affecting their health and development and, in extreme circumstances, even leading to self-harm.

To take a proactive approach to combat bullying, Barnet Judo Club is committed to:

- Ensuring the Judo Principles are promoted and embedded within the Club.
- Asking that all children and young people should write, and sign, their own code of conduct to run along side the Judo Code.
- Taking ALL signs of bullying seriously.
- Ensuring that everyone in the Club knows that we have an open and telling culture. Anyone who suspects or knows that bullying is occurring is expected to tell the Coach and/or the Club Welfare Officer.

In an NSPCC survey of young people (2000), bullying was reported to be the most common source of distress and anxiety.

Judoka don't do bullying – it's a cultural thing – let's keep it that way!!

Poor Practice and Abuse

Child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgment about any action to be taken. It is also important that child abuse and child protection are openly discussed as this helps create an environment where people are more aware of the issues and sensitive to the needs of children. Open discussions also create environments that deter abusers.

An environment that explicitly attempts to identify and report abuse helps create a safer culture for children and young people.

Allegations may also relate to poor practice where an adult's or a peer's behaviour is inappropriate and may be causing concern to a young person within a Judo setting.

Poor practice includes any behaviour that contravenes existing Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care. Poor practice is unacceptable in Judo and will be treated seriously with inappropriate actions taken. Sometimes a child or young person may not be aware that practice is poor or abusive and they may tolerate behaviour without complaint. An example of this is a child with a disability who is used to being excluded from activities or a bullied young person who is used to being mocked. Children may also be used to their cultural needs being ignored or their race abused. This does not make it acceptable.

Many children and young people will lack the skills or confidence to complain and it is therefore extremely important that adults in the Club advocate for the children and young people. Advocating for children and young people who find it hard to speak out is part of creating a safer culture for them.

Raising Awareness of Potential Vulnerability

This child protection policy is inclusive and the same actions should be taken regardless of the needs and background of the child or young person. Barnet Judo Club recognises however that some children and young people are disadvantaged by their experiences or have additional vulnerabilities and would want to highlight the following.

Children and young people with disabilities

Children and young people with disabilities might be additionally vulnerable because they may:

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- Lack a wide network of friends who support and protect them.
- Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication.
- Be subject to the prejudices and/or misconceptions of others e.g. about their 'attractiveness' to potential abusers
- Require personal intimate care.
- Have a reduced capacity to resist either verbally or physically.
- Not be believed.
- Depend on the abuser for their involvement in sport.
- Lack access to peers to discover what is acceptable behaviour.
- Have medical needs that are used to explain abuse.

Children and young people from minority ethnic groups

Children and young people from minority ethnic groups are additionally vulnerable because they may:

- Experience racism and racist attitudes.
- Experience racism through being ignored by people in authority.
- Be afraid of further abuse if they challenge others.
- Be subjected to myths, e.g. all people of a particular culture are good with or hit their children.
- Want to fit in and not make a fuss.
- Use or learn English as a second language.

Children and young people who take on leadership roles

Taking on a leadership role within Judo is intended to be an enjoyable and positive learning experience. However, coaches, Club officials, players, parents/spectators in adult and junior Judo often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child.

As a consequence young coaches, medics and referees are open to experiencing abusive behaviour verbally, physically and emotionally. This behaviour is not acceptable in either adult or junior Judo. Young officials should always be supervised by an appropriately qualified adult and should never have sole responsibility for other young people as they are themselves subject to Barnet Judo Club's child protection policy and procedures.

The increased potential harm that verbal, physical and emotional abuse can cause to children and young people in these roles must be recognised. Barnet Judo Club acknowledges its role in ensuring that club officials, players and spectators behave appropriately towards young people who take on such roles.

It is necessary to recognise that, like adults, children and young people can and do make mistakes whilst they are learning, and overly critical and that unsupportive responses may constitute verbal and or emotional abuse. Some young officials have experienced physical abuse from coaches, spectators and players.

Reducing the potential for vulnerability

Bearing in mind that children and young people can be and are disadvantaged by these and other experiences, it is recognised that Barnet Judo Club and its officials need to be extra vigilant in creating a safe culture, including:

- Finding ways of understanding and communicating with all children and young people.
- Ensuring best practice at all times in physical and health care.
- Developing knowledge of the diverse cultures they serve.
- Respecting cultural differences.
- Building relationships with parents and carers and including the families of players in Club activities.

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- Observing carefully changes in mood, appearance and behaviour and discussing those concerns with families, carers or the designated person if suspicions or concerns are significantly aroused about the care of the child or young person.
- Acknowledging that disabled children and young people are additionally vulnerable and that vigilance is essential.
- Acknowledging that abusive behaviour directed towards a minor young person whilst they are carrying out a leadership role is not acceptable and will be reported to the appropriate designated person as poor practice and or abuse.
- Implementation of a Club code of conduct for spectators and players.
- Acceptance of the special role Club officials have in setting a good example of the way in which people should behave towards children and young people in leadership roles.

It may be necessary to ask other specialist agencies for help and advice in including some children and young people in Judo. It should be seen as a strength of the Club to approach families, Education, Health, Children's Social Care, voluntary agencies and community groups for advice about supporting a child or young person to participate or ensuring more vulnerable children are afforded appropriate safeguarding and protection.

Signs and Indicators: Recognizing Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Barnet Judo Club recognises that most coaches and responsible persons will not be expert in such recognition. It is therefore expected that most coaches will discuss any concerns with a Club or Area Official and record the facts that raised the suspicion of abuse.

Children and young people are often reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signals that a child or young person's welfare or safety is being threatened. However there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to getting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture.

Remember, it is not your job to decide whether or not a child or young person is being abused – however it is your responsibility to share concerns.

You may be the only adult in the child's or young person's life that is in a position to notice these pieces of the puzzle.

The tables on the following page show some possible physical and behavioural signs of abuse. Some are very explicit and specific to the type of abuse, others are much more general. However, you need to be careful as any one of these signs might have another very plausible explanation, such as a death in the family, loss of a pet, an absent family member or problems at school. However you should remember to raise your concerns if there is a combination of unexplained changes over a period of time. If unsure speak to your Club Welfare Officer or the British Judo Council's Child Protection Lead Officer. Never allow a child or young person's disability or cultural difference to explain away concerns. This is not a judgement for you to make.

Never assume that someone else has identified and acted on the problem – Not acting is NEVER an option!

Indications that a child is being abused may include: -

- Unexplained or suspicious injuries such as cuts, burns or bruising especially on parts of the body where these injuries would not normally occur.

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- Injuries where any explanation offered seems inconsistent or incomprehensible.
- The child describing involvement in an abuse act.
- A third party expressing concern about the welfare of a child.
- Unexplained changes in behaviour, e.g. withdrawing, becoming unusually nervous, quiet, or displaying sudden outburst of temper.
- Inappropriate sexual behaviour, including displaying explicit sexual behaviour in games or activities or encouraging other children in such behaviour.
- Distrust of adults, especially adults who have previously been in close relationship to the child, or with whom such a relationship would be expected.
- Showing difficulty in making friends.
- Being prevented by an adult from socializing with others.
- Unexplained weight loss or shows varying eating patterns.
- Becoming increasingly unkempt, dirty or dishevelled.

Further signs of abuse are given in the table below:

Category of abuse	Physical signs	Behavioural Signs
Bullying	Weight change, unexplained injuries and bruising, stomach and headaches, incontinence, disturbed sleep, hair pulled out.	Difficulty making friends, anxiety over school/football, truancy withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reported as "lost", stealing from family, distress and anxiety on reading e-mails or texts.
Emotional Abuse	Weight change, lack of growth/development, unexplained speech disorders, self harm, clothing inappropriate for child's age, gender or culture.	Weight change, lack of growth/development, unexplained speech disorders, self harm, clothing inappropriate for child's age, gender or culture.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.
Physical Abuse	Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child with limited mobility would find it difficult to get.	Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.
Sexual abuse	Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STD's, thrush, anal pain on passing motions	Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts inappropriate masturbation, sexual approaches to others, sexual games with toys.

It is important to realize that this list is not exhaustive and that display of one or more of these signs does not necessarily mean that a child is being abused.

It is not the responsibility of Barnet Judo Club's coaches to decide if a child is being abused or to investigate a suspected case of abuse. It is, however, their responsibility to act when concern arises, by reporting to the appropriate authority, usually the Club Welfare Officer, the Club Chairman and the North London Area Chairman, (see reporting suspected abuse).

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Listening to the child

British Judo belief - British Judo can have the best, strictest policies in the world. It can rigorously screen staff, coaches and volunteers. It can have all kinds of procedures designed to maximize safety but if the culture of our sport – how British Judo feels and acts – makes it impossible for people to talk about concerns and/or abuse or for children to disclose harm, then the policies, screening and procedures will have limited value. Information gathered from cases shows that on average it takes a child seven attempts to disclose and be heard. If approached by a child with allegations or indications of abuse you must always listen carefully. If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the person receiving this information should:

Choose the Right Action for the Welfare of the Child

Do's

C	Calm down so as not to frighten the child or young person, ensure the child is <u>and</u> feels safe.
H	Honest – you need to explain that you will have to tell others to help stop abuse! Do not promise confidentiality as this may not be possible later.
O	Offer support - reassure the child - s/he is not to blame and they were right to tell.
O	Out of the public domain - maintain confidentiality – only tell to protect on a 'need to know' basis. Under no circumstances 'gossip' about allegations with others.
S	Serious - show the child you are taking them seriously.
I	Immediate medical treatment may be needed, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a child protection issue.
N	Note what the child said as soon as possible – make a full written record of what is said, heard and seen immediately using the referral and information form contained in this document as a guideline. Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said.
G	Guidelines are there to be followed. Act without delay in accordance with the written procedures that deal with a concern about possible poor practice and or child abuse within a judo setting.

Don'ts

R	Rush into actions that may be inappropriate. In the even of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence.
I	Involve parents/carers where appropriate. In most cases people working within British Judo do not have the skills necessary to help the parents deal with the news that their child has been abused. Therefore in cases of suspected abuse parents/carers should only be contacted following advice from Police or Children's Social Care.
G	Guarantee outcomes or make promises you cannot keep.
H	Horror – the child needs reassurance not an emotional response, blame or denial.
T	Take sole responsibility – consult, refer, hand on appropriately.

If you suspect a child is being abused:

1. Immediately tell your Club or Area Chairman

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2. Record the facts as you know them and give a copy to your Club/Area Chairman
3. Ensure that the child has access to an independent adult
4. Ensure that no Judo situation arises which could cause further concern

If a child discloses to you abuse by someone else:

1. Allow the child to speak without interruption, accepting what is said
2. Alleviate feelings of guilt and isolation, while passing no judgment
3. Advise that you will try to offer support, but that you must pass the information on
4. Same steps as 1 - 4 as in suspecting a child is being abused

If you receive an allegation about any adult or yourself:

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

You **must** refer; you **must not** investigate.

Recording the Information – keep it clear and simple

Information may need to be passed to the Children's Social Care or the Police.

- Accurate recording is essential, as there may be legal proceedings at a later date.
- Referrals to Children's Social Care or Police should be confirmed in writing within 24 hours – if not, then at the earliest opportunity.
- Keep a record of the name and designation of the Children's Social Care member of staff or Police Officer to whom concerns were passed and record the time and date of the call in case any follow-up is needed.
- Ensure all information is maintained safely in accordance with Data Protection Legislation.
- Information should only be shared on a strictly "need to know" basis.
- Complete Appendix 8 (The Referral and Incident Information Form) and send this to the Club Welfare Officer, who will in turn send this to the British Judo Council's Lead Protection Officer.

You Have Concerns – What Happens Now?

You don't have to take responsibility for deciding if child abuse is taking place or not but, if you have concerns; there are people who can help.

It is not the responsibility of any one working under the auspices of Barnet Judo Club, in any capacity, to decide whether or not child abuse is taking place. However, there is a responsibility to act on concerns to protect children in order that appropriate agencies can then make inquiries and take any necessary action to protect the child.

Children's Social Care (formerly Social Services) have a statutory duty under the Children Act 1989 that is reinforced by the Children Act 2004 to ensure the welfare of a child.

When a child protection referral is made its staff have a legal responsibility to make enquiries. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the police where a crime against a child is alleged.

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse, or not able to respond to the situation appropriately.

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In these situations, or where concerns still exist, inform the Children's Social Care as soon as possible. Children's Social Care will decide how and when parents or carers will be informed.

Keep a record of the name and designation of the Children's Social Care member of staff or police officers to whom the concerns were passed, together with the time and date of your call.

Wherever possible, confirm your referral to them in writing, including a copy of the British Judo Council's referral and information form, within 24 hours to confirm the details.

Bring your concern to the attention of the person with designated responsibility for child protection:

- **In a Club** If you are working within Barnet Judo Club, you should inform the Club's Welfare Officer or the person in charge (Simon Mazzullo (07740 781232)). If you are the senior coach within the Club on a particular night, you will need to inform the club chairman (Simon Kelman (07970 413571)).
- **In a School** If you are working with schools as part of the school curriculum you should inform the Teacher with designated responsibility for child protection. For further information and a copy of PESSCL guidelines, including the National School Sport Strategy Protocol for Safeguarding Children, go to: http://www.afpe.org.uk/public/downloads/nss_safeguarding.pdf.
- **Working with players away from home** If you are working with judo players away from home (for example at tournaments, training camps, clinics or festivals), then you should inform the team manager, senior coach or course director.

It is the responsibility of these people to ensure that appropriate advice is obtained from the local Children's Social Care department or the NSPCC.

- **If your concern is about the person designated for child protection** Contact your local Children's Social Care (in the case of Barnet, via the Children & Young People Information Service), the police or the NSPCC direct and tell them about your concerns.

To report possible abuse (or for general advice), you can contact the **Children & Young People Information Service** on 01454 868008. The Children & Young People Information Service is the first point of contact and provides information and access to social work services to members of the public and related professionals.

The NSPCC operates a 24-hour free phone help line telephone number 0800-800-500, you do not have to give your name but it is helpful if you do. Please note that some local Children's Social Care have slightly altered their names to some like Social Care or Children and Young People's Service so please bear this in mind when searching for contact numbers.

If you are unsure about contacting the Social Service departments, the police or the NSPCC/Children 1st or if your concern is about risk due to poor practice, you can contact the British Judo Council: -

- Lead Child Protection Officer, The British Judo Council, 37, High Street, Stalham Norfolk NR12 9AH. Tel: 01692 580900

Where referrals are made directly to Children's Social Care or the Police, always ensure that the British Judo Council's Lead Child Protection Officer is informed as soon as possible.

“Whistle blowing”: Allegations of Abuse Against Members of Staff and Volunteers

Whistleblowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings, for example, sport or other social activities.

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This could involve anyone working with children in a paid or voluntary capacity, for example, a volunteer in clubs, club helpers, tutors at training camps, clinics or festivals and coaches.

Recent inquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event¹. It is crucial those involved in judo are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be abusing a child, will raise concerns among other staff or volunteers, including the difficulties inherent in reporting such matters. However it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer should be reported immediately.

Barnet Judo Club will fully support and protect any member of staff or volunteer who, in good faith, reports his or her concern that a colleague is, or may be abusing a child. You can contact the Club's Chairman on 07970 413571. Alternatively you can go direct to the Police, Children's Social Care or NSPCC and report your concerns there.

Reporting a concern – what you need to do

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the club welfare officer or if they are unavailable, to the person in charge.

The club welfare officer or the person in charge will refer the allegation to Children's Social Care, who may involve the police. The person in charge should also notify the British Judo Council's Lead Child Protection Officer.

The parents or carers of the child will be contacted, as soon as possible, following advice from Children's Social Care and/or the Police.

Every effort should be made to ensure that confidentiality is maintained for all concerned and to protect the integrity of the investigation process. All referrals must be reported to the British Judo Council's Lead Child Protection Officer as soon as possible.

Dealing with possible poor practice in a judo setting

If you are concerned about the behaviour of another adult in Judo towards a young person

1. If the child requires immediate medical attention, call an ambulance and inform the doctor that there is a child protection concern
2. Report your concern to the Club Welfare Officer who will:
 - a. Complete the British Judo Council's Child Protection Referral Form
 - b. Report to the British Judo Council's Lead Child Protection Officer (01692 580900).
 - c. If there are urgent concerns, (or the British Judo Council's Lead Child Protection Officer is unavailable), the Club Welfare Officer will refer immediately to the Children & Young People Information Service for Barnet and/or the police, and copy referral form to both them and the British Judo Council's Lead Child Protection Officer within 24 hours.

Further action will then be taken, if necessary, by the British Judo Council's Lead Child Protection Officer, depending on whether the allegation refers to an incident of minor poor practice or is considered to be a case of serious poor practice, poor practice with wider implications and/or alleged child abuse.

¹ *'The Report of the Independent Inquiry into Multiple Abuse in Nursery Classes in Newcastle Upon Tyne', Published – Newcastle City Council 1994.*

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Dealing with possible poor practice outside a judo setting

If you are worried a child is being abused outside of the Judo club

1. If the child requires immediate medical attention, call an ambulance and inform the doctor that there is a child protection concern
2. Report your concern to the Club Welfare Officer and make a record of anything the child has said, or what you have seen, if possible with dates and times.
3. The Club Welfare Officer will refer the matter to the Children & Young People Information Service for Barnet or the police without delay, or, if she is not available, you should refer the matter to these authorities yourself.
4. Discuss with the Children & Young People Information Service or the Police whether it is appropriate to discuss the matter with the parents.
5. Complete a British Judo Council's Child Protection Referral Form, copy it to the relevant external agency and the British Judo Council's Lead Child Protection Officer.

Recruitment of Adults

The following steps, when taken, will help to prevent potential child abusers from gaining access to children and young people through the activity of Barnet Judo Club.

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

1. Application form

The applicant should fill in an Application Form. This form should provide some basic information about that person.

Together with the Application Form the applicant should fill in a Disclosure Form, listing all previous convictions. It should be noted that for these purposes 'spent' convictions must be disclosed.

A copy of the Application Form together with the sealed Disclosure Form should be sent to HQ marked 'Confidential'. An example of a Disclosure form is given at the end of this document.

2. Interview

One of the best ways of assessing a person is through face-to-face interview. This will enable an impression of that person to be formed which cannot be gained by writing or over the phone. Do not, however, expect a potential child abuser to look any different from any one else. Listen instead for inconsistencies.

3. References

References should always be obtained. This is unlikely alone to indicate a potential abuser and should be used together with the Application Form and Interview.

What to do if you are not sure about the person

If you are not sure about the suitability of a person, do not allow them to work with children unsupervised before you have gained that assurance. Reassurance can be obtained by contacting HQ to discuss your concerns and by finding out more about the background of the person. In many cases these procedures will not be necessary as many 'applicants' come as a result of an in-Club/area system of qualification and as a result are well known to the Club/area before they start working with children.

However, this action may be applicable to someone from a different association or area or someone new to your Club or area. In this case, frequently the best source of information about that person is direct contact with their last Club or area.

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Induction of Adults

All adults working within the British Judo Council or its Areas or Clubs should be aware of: -

- The British Judo Council's Code of Behaviour
- The guidelines for reporting allegations of child abuse
- The British Judo Council's Child Protection Policy
- That all areas and/or clubs are required to adhere to this Policy

To ensure that all adults have this information there are a number of steps you should take:-

- Give the applicant a copy of the Code of Behaviour card (Appendix 5).
- This code 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 they must follow this Code of Behaviour or disciplinary action is likely to result.

The Code of Behaviour card also contains the policy statement and guidance on what action to take if receiving allegations of child abuse.

- All adults must also sign a copy of the Child Protection Policy Document showing they have received and understood it before beginning to work with young people.
- This copy will be retained by Barnet Judo Club.
- No adult should be asked (or allowed) to work alone, particularly with children.
- The British Judo Council, and thus Barnet Judo Club, aims to prevent abuse and expects all adults to have support and to work in teams of two or more.
- Responsible members of the Club will regularly visit all classes.
- These visits are mainly offered to provide support, and should not necessarily be seen as a check on the coach(es).
- It is especially important to visit classes conducted by coaches who have recently joined Barnet Judo Club as these persons may need more support.
- In particular the backgrounds and abilities of new coaches may not be well known to responsible officers of Barnet Judo Club.

Existing adult coaches

Existing coaches working with young people should be given a copy of the Code of Behaviour card 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.

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Good practice

There are a number of other good practices which can usefully be adopted by your area/Club to prevent abuse. These may include: -

Letters to parents

A letter to parents of children about to join the Club is recommended and should include an outline of what the Club will provide (in respect of a safe environment) and what is expected of them.

This letter could also include 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.

In this letter the Club should also set out its Child Protection Policy. This will demonstrate to the parents that the Club is taking a responsible attitude to their child's safety.

Produce a list of acceptable behaviour in your Club

A discussion about how the Club deals with young people is to be encouraged.

You may usefully discuss if there is other unacceptable behaviour, apart from that included in the Code of Behaviour, which your Club may wish to restrict. Such discussion could usefully be held at an AGM. You could also involve parents and children in this debate.

Recording Information

When recording allegations or suspicions of abuse it is important to record the facts at the time of receiving the information (see Appendix 7). A useful checklist of matters to record includes: -

- Name, address and age of child.
- Name of the child's parent(s) and/or guardian, their home address and telephone number.
- Details of any special factors about the child.
- What has prompted the concerns, including dates, times, places etc of any specific events, suspicions or observations
- Are there 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.

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Reporting Suspected Abuse

Procedures following allegation or suspicion of child abuse

All allegations/suspicions will be referred immediately and directly to the Club Welfare Officer, the Club's Chairman and the Area Chairman, Area Representative or Area Secretary. No investigation or questioning is to be undertaken.

If the Chairman is implicated, refer directly to the Area Chairman, Area Representative or Area Secretary. If the Club Chairman is unavailable refer to the Club Secretary or other Club Official. All allegations/suspicions are to be referred, no matter how insignificant they seem, or when they occur. The Club Chairman's action (or someone acting on his behalf) to be taken as soon as possible, preferably within 24 hours, will be to:

- Write down notes: dates, times, facts, observations and verbatim speech if possible.
- Ensure the correct details of the young person's name and address are available.
- Ensure the correct details of the name and address of the child or young person's parent and/or guardian are available.
- Immediately contact either Barnet's Department for Children and Young People, the Police Child Protection Unit or the NSPCC.
- If you contact the Children and Young People's Services for Barnet, they will signpost the query to the relevant service – ask to speak to the duty officer and indicate that you wish to discuss a matter of Child Protection
- Ask for, and record, the name of the person to whom you are speaking
- Discuss any incidents, and detail your concerns (no information to be filtered or withheld)
- Await advice
- State intent to advise Area of situation, and ask if there is anyone else who should be informed
- Contact the Club's Chairman, or if appropriate, the British Judo Council's Area Representative (currently Roland White (07752 225677)). If the incident relates to one of these officials, contact either the Area Secretary (John Massman (4 Wortham Road Royston Hertfordshire SG8 9UE 01763 241020, mobile, 07713 321954, email: massmann@btinternet.com)), the British Judo Council's Headquarters, or a member of the Headquarters Committee (01692 580900).
- Inform them of the situation, and of any advice that has been received from the Children and Young People's Services for Barnet, the Police and/or the NSPCC (where appropriate)
- If you haven't already done so, contact the British Judo Council's HQ, or a member of HQC (01692 580900).
- Prepare confidential file
- Record all notes, all conversations, and any relevant advice from contact with any of the professional services.
- Follow the advice from the Children and Young People's Services for Barnet, the Police and/or the NSPCC (where appropriate)
- Take no further action unless advised to do so by the Children and Young People's Services for Barnet, the Police and/or the NSPCC (where appropriate).



Barnet Judo Club: Child Protection Policy and Guidelines

Appendix 1: Acceptance of Barnet Judo Club's Child Protection Policy Form

All adults training or coming into contact with children or young people under the aegis of activities of Barnet Judo Club must comply with the Club's Child Protection Policy and its Code of Behaviour. As such a person you are required to sign a copy of this document. By signing you agree to comply with the policy and to follow the Code of Behaviour.

Barnet Judo Club, as a registered Club with The British Judo Council, accepts that in all matters concerning child protection, the welfare and protection of the child should have paramount consideration. It is the policy of Barnet Judo Club to safeguard the welfare of children and all other involved in its activities by protecting them from physical, sexual and emotional harm.

Everyone applying for membership (or registering to work with young people) will be required to disclose all convictions, whether spent or not. Checks may be made on all adults who have already been the subject of vetting by other 'approved' youth organizations. All adults involved in activities at Barnet Judo Club are required to follow the Club's Code of Behaviour and must be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

Anyone convicted of an offence involving abuse or causing harm to children will be subject to disciplinary action that will normally include expulsion from membership of Barnet Judo Club and the British Judo Council and prohibition from participating in the activities of Barnet Judo Club and the British Judo Council. 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 Barnet Judo Club and British Judo Council activities even though they have not been convicted of a relevant offence. Any person so accused does of course have the right of appeal against this decision.

Barnet Judo Club is registered with the British Judo Council and has its own child protection policy in line with that of the British Judo Council and the National Governing Body for Judo, the British Judo Association. The Club has introduced vetting procedures for all persons likely to work with children in the course of their Judo activities. National guidelines with advice on recruitment and selection procedures are available from the British Judo Council's Headquarters.

If you suspect a child is being abused: -

- Immediately tell your Club or Area Chairman
- Record the facts as you know them and give a copy to your Club or Area Chairman
- Ensure that the child has access to an independent adult
- Ensure that no Judo situation arises which could cause any further concern

If a child discloses abuse to you 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
- Same steps as 1 - 4 as in suspecting a child is being abused.

If you receive an allegation about any adult or about yourself:

- Immediately tell your Club or Area Chairman
- Record the facts as you know them and give a copy to your Club or Area Chairman
- Try to ensure that no one is placed in a position which could cause further compromise

You must refer; you must not investigate

I promise to adhere to Barnet Judo Club's Child Protection Policy and to follow the British Judo Council's Code of Behaviour, as issued.

Name (please print): _____

Signed: _____ Date: _____

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Appendix 2: Declaration Form

Name of Club: **Barnet Judo Club**

I certify that, to the best of my knowledge and belief, the information given in the application is correct. If accepted into membership of the British Judo Council, the Club agrees to abide by the Articles of Association, Bye Laws and Code of Conduct together with any amendments made during its period of membership.

Signed:	Date:	Name:
Signed:	Date:	Name:
Signed:	Date:	Name:
Signed:	Date:	Name:

Any change to these signatories will be notified to the Head Office of the British Judo Council.

Barnet Judo Club: Child Protection Policy and Guidelines

Appendix 3: Confidential Disclosure Form

Personal Disclosure form for all Volunteers Working with Children and Young People.

Barnet Judo Club is committed to the welfare and protection of children and young people. Anyone holding a position of authority within the Club is required to complete a personal disclosure form. Persons signing this should be aware that the relevant authority may be contacted to validate this form. Please use the back of this form if you need extra space.

Name: _____ **Date of Birth:** _____ **Place of Birth:** _____
Address: _____ **BJC Book Number:** _____

Name of Club: Barnet Judo Club **Area:** North London

If you have not lived at the above address for more than three years please give your former address(es).

If you have not been known by this surname for more than 5 years please give your former name.

Have you ever been convicted of a criminal offence, or been the subject of a Caution or of a Bound Over Order or been subject to any restriction as a result of your actions?

Yes No

If yes, please state the nature and dates of the offence/s.

Are you a person known to any Social Services department (now Children's Social Care) as being an actual or potential risk to children?

Yes No If yes, please supply details.

Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse?

Yes No If yes, please supply details.

I declare that the information I have given is correct and I undertake to inform the British Judo Council's Lead Child Protection Officer of any changes within 10 days of occurrence.

Signed Date.....

Note: 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).

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Appendix 4: Confidential Reference Form

..... has expressed an interest in becoming a volunteer with Barnet Judo Club and has given your name as a referee. This post involves substantial access to children. As Barnet 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 should they be offered a voluntary position.

We would appreciate you being very candid, open and honest in your evaluation of this person.

1. How long have you known this person?

- 2. In what capacity?**

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

4. How would you describe their personality?

Please rate this person on the following (please tick one)

	Excellent	Very good	Good	Average	Poor
Responsibility					
Energy					
Trustworthiness					
Reliability					
Commitment					
Self Motivation					
Ability to Motivate Others					
Maturity					

This post involves substantial access to children. As Barnet 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 circle your answer, and cross out the one that isn't relevant.

YES / NO



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Appendix 5: Child Protection – Procedures

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

If you suspect a child is being abused:

- Immediately tell your Club/Area Chairman
- Record the facts as you know them and give a copy to the above official
- Ensure that the child has access to an independent adult
- Ensure that no Judo activity arises which could cause further concern

If a child discloses to you abuse by someone else:

- Allow the child to speak without interruption, accepting what is said
- alleviate feeling of guilt and isolation, while passing no judgment
- Advise that you will try to offer support, but that you must pass on information
- Same steps as in 1 - 4 as in suspecting a child is being abused

If you receive an allegation about any adult or about yourself

- Immediately tell your Club and/or Area Chairman
- Record the facts as you know them and give a copy to the above official
- Try to ensure no one is placed in a position which could cause further compromise

YOU MUST REFER NOT INVESTIGATE

Appendix 6: Code of Behaviour for all adults involved with Barnet Judo Club

This Code of Behaviour is for all adults involved with Barnet Judo Club, as adopted from the Code of Behaviour promoted by the British Judo Council (<http://www.britishjudocouncil.org/index.htm>).

- **DO** treat everyone with respect and provide an example for others to follow and **DO** use common sense in selecting subjects to demonstrate skills on.
- **DO** plan activities so 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 **DO** provide a caring atmosphere where everyone feels comfortable enough to point out attitudes or behaviour they do not like.
- **DO** maintain a healthy adult lifestyle
- **DO** remember that someone else might misinterpret your actions, no matter how well intentioned and **DO** recognize that caution is required, especially in sensitive moments of counseling such as when dealing with bullying, bereavement or abuse.
- If staying away overnight at a Judo event or other, **DO** have separate sleeping accommodation for coaches and children.
- **DO NOT** permit abusive youth peer activities (e.g. ridiculing, bullying)
- **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 and **DO NOT** play physical contact games with children or have inappropriate physical or verbal contact with others.
- **DO NOT** jump to conclusions about others without checking the facts or allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or 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 and **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 and **DO NOT** believe 'it can never happen to me', it can!

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Appendix 7: Child Protection Incident Report Form

Child's Details First name:	Surname:	Date of Birth:	Sex: M / F			
Parents/Carer's name(s):	Address: Postcode:	Telephone:				
<p>ETHNIC GROUP - Please choose the category that best describes the Childs ethnic group from the following list and circle the appropriate code:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> A1. British A2. Irish A.3 Any other White background (please write in) D1. Caribbean D2. African D3. Any other Black background (please write in) </td> <td style="width: 33%; vertical-align: top;"> B1. White and Black Caribbean B2. White and Black African B3. White and Asian B4. Any other Mixed background (please write in) E1. Chinese E2. Any Other background (please write in) </td> <td style="width: 33%; vertical-align: top;"> C1. Indian C2. Pakistani C3. Bangladeshi C4. Any other Asian background (please write in) </td> </tr> </table>				A1. British A2. Irish A.3 Any other White background (please write in) D1. Caribbean D2. African D3. Any other Black background (please write in)	B1. White and Black Caribbean B2. White and Black African B3. White and Asian B4. Any other Mixed background (please write in) E1. Chinese E2. Any Other background (please write in)	C1. Indian C2. Pakistani C3. Bangladeshi C4. Any other Asian background (please write in)
A1. British A2. Irish A.3 Any other White background (please write in) D1. Caribbean D2. African D3. Any other Black background (please write in)	B1. White and Black Caribbean B2. White and Black African B3. White and Asian B4. Any other Mixed background (please write in) E1. Chinese E2. Any Other background (please write in)	C1. Indian C2. Pakistani C3. Bangladeshi C4. Any other Asian background (please write in)				
<p>DISABILITY - The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal Day-to-day activities". Please choose the description that best describes the nature of the Childs disability and circle the appropriate code.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> A. Visually Impaired B. Hearing Impaired C. Physical Disability </td> <td style="width: 50%; vertical-align: top;"> D. Learning Disability E. Multiple Disability F. Other (please write in) </td> </tr> </table>				A. Visually Impaired B. Hearing Impaired C. Physical Disability	D. Learning Disability E. Multiple Disability F. Other (please write in)	
A. Visually Impaired B. Hearing Impaired C. Physical Disability	D. Learning Disability E. Multiple Disability F. Other (please write in)					
Your Details First name:	Surname:	Position:	Club:			
Home address: Postcode:	Telephone number:					
<p>Incident Details: Date and time of incident:</p>		<p>Are you reporting your own concerns or responding to the concerns raised by someone else?</p> <p><input type="checkbox"/> Reporting my own concerns</p> <p><input type="checkbox"/> Responding to the concerns raised by someone else</p>				
<p>If responding to concerns raised by someone else please provide their name and position within club.</p>		Name:	Position:			

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Incident Details

Please provide details of the incident or concerns you have, including dates, time and venue:

Please detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue:

Please provide details of further action taken to date:

External agencies contacted:	Details
<p>POLICE</p> <p align="center">Yes / No</p>	<p>If yes - which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>SOCIAL SERVICES</p> <p align="center">Yes / No</p>	<p>If yes - which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>BJC Child Protection Officer</p>	<p>Name and contact number:</p>

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Yes / No	Details of advice received:
LOCAL AUTHORITY Yes / No	If yes - which: Name and contact number: Details of advice received:
OTHER (e.g. NSPCC)	Which: Name and contact number: Details of advice received:

Signature:
Print Name:
Date:

NB: A copy of this form should be sent to Social Services/Police after the telephone report.

Remember to maintain confidentiality on a need to know basis - only if it will protect the child.
Do not discuss this incident with anyone other than those who need to know.

Please return to: British Judo Council Lead Child Protection Officer, 37, High Street Stalham Norfolk NR121 9AH

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Appendix 8: Useful contacts

Dealing with child protection issues can be difficult. Below is a list of contacts that can help. Some are for children; others for people who have received a disclosure from a child and some provide support for the alleged abuser. Clearly confidentiality is essential and therefore when seeking support or guidance from a recommended source as detailed below you will be expected to keep the personal details (names of individuals concerned) confidential. The following contact details provide a variety of potential support mechanisms for you to approach.

- **NSPCC Helpline: (Tel: 0800 800 5000)**
24-hour free and confidential telephone Helpline that provides counseling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.
For those with a hearing difficulty, there is a text phone telephone number: 0800 056 0566.
For the Asian Helpline (run by Asian counselors):
 - Gujarati: 0800 096 7714
 - Hindi: 0800 096 7716
 - Bengali/Sylehti: 0800 096 7715
 - Punjabi: 0800 096 7717
 - Urdu: 0800 096 7718
 - English: 0800 096 7719At the time of publication The Asian Helpline is open 11am to 7pm, but please check with the NSPCC website for up-to-date details.
- **NSPCC Child Protection in Sport Unit**
Tel: 0116 234 7278, www.thecpsu.org.uk.
A central point for sports organisations in relation to child protection in sport.
- **Childline**
www.childline.org.uk. A free 24-hour national telephone helpline for children: 0800 1111
- **Both Parents Forever**
39 Cloonmore Avenue, Orpington, BR6 9LE
Tel 01689 854 543 provides advice to parents, grandparents, children on rights following divorce, separation. For men in domestic violence situations/false allegations and for help in child abduction cases
www.ukselfhelp.info/bothparentsforever.
- **Kidscape**
An organisation committed to helping prevent child bullying: 0207 730 3300,
www.kidscape.org.uk.
- **Family Rights Group**
Freephone 0800 731 7696 Monday - Friday 1.30pm-3.30pm www.frg.org.uk. Advice service & helpline for parents and carers who have children in care or who are in contact with Children's Social Care.
- **Local Citizens Advice Bureau**
Contact details of your local CAB are in the phone book or visit: www.nacab.org.uk.
- **Samaritans**
08457 90 90 90 in the UK and Northern Ireland.
Email jo@samaritans.org. Write to: Chris, PO Box 90 90, Stirling, FK8 2SA. Nationwide, non-religious, non-political 24 hour confidential support.
- **Aftermath**
PO Box 414, Sheffield, S4 7RT Tel/fax 0114 275 3883 Helpline 0114 275 8520
Support, advice & befriending for families of serious offenders www.aftermathuk.org.uk.
- **FSU**
207 Old Marylebone Road, London, NW1 5QP
Tel 020 7402 5175/fax 020 7724 1829
Counselling, welfare, legal advice. Offices in all areas of UK. www.fsu.org.uk.
- **Institute of family therapy**
24-32 Stephenson Way, London, NW1 2HX Tel 020 7391 9150/fax 020 7391 9169
Family & couple therapy for families, children, adolescents, relationships, divorce, separation, illness and bereavement:
www.instituteoffamilytherapy.org.uk.
- **Lifeline**
Susan Dyas, Walnut Tree House, 98 Moor End, Holme on Spalding Moor, YO43 4DR Tel: 01262 469 085.
Help & advice for families experiencing psychological, physical or sexual abuse within the home. Encourages & supports groups
- **Parentline Plus**
Unit 520, Highgate Studios, 53-57 Highgate Road, London, NW5 1TL Tel: 020 7284 5500
Helpline 0800 2222 2222, Support for all families/stepfamilies:
www.parentlineplus.org.uk.
- **SAFE**
PO Box 1557, Salisbury, Wiltshire, SP1 2TP Tel 01722 410 889, www.ukselfhelp.info/safe.
- **Careline**
The Cardinal Heenan Centre, 326-328 High Road, ILFORD, Essex, IG1 1QP
Counselling: 0845122 8622 Admin: 0208 514 5444 Fax: 0208 478 7943
e-mail: info@carelineuk.org,
www.inforselfhelp.info/careline.
Careline provides a confidential crisis telephone counselling for children, young people and adults. We offer a unique service in that we can provide instant telephone counselling to any individual on any issue.