

safe landings



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**BRITISH
JUDO**



JudoScotland

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Foreword

It gives me great pleasure to introduce the British Judo Association Child Protection Policies and Procedures - SafeLandings.

My fellow Judo Board members and I believe that it is everyone's responsibility in Judo to ensure that all children and vulnerable adults in our sport have a fun and positive experience on the Judo mat.

The British Government's aim for every child and vulnerable adult, whatever their background or circumstances is:

- To be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

It's widely acknowledged that sport can help a child/vulnerable adult achieve all of these five outcomes.

I was a child in this sport and my children have practiced this sport. Because of this, I feel more strongly than ever that, as well as a legal responsibility, we have a moral obligation to protect children and vulnerable adults whilst our sport helps them achieve these five outcomes.

I am proud of the way that the membership of the Association has taken ownership and a measure of pride in the work we have done so far. However there is always more we can do, and the continuous revision of our policies and procedures is just one of the steps we will make along the way.

The Association feels that best practice guidance, policies, clear and transparent procedures and a robust and relevant training programme underpin good child/vulnerable adult protection. In 2006 we started delivering Judo specific Safeguarding and Protecting Children/Vulnerable Adult Workshops; these continue to be lively and informative. They are a two-way communication tool with our tutors providing our coaches, officials and volunteers with training. Equally important is that you provide us with feedback as to your needs and concerns in safeguarding at grass roots level. This will allow us to respond to your needs quickly and efficiently and the information can be shared.

British Judo has long felt that we can produce medals at elite levels whilst safeguarding the welfare of children/vulnerable adults.

The British Judo Association in 2007 achieved the Advanced NSPCC Standards for Safeguarding Children in Sport and are now working within The Framework for Maintaining and Embedding Safeguarding for Children in and through Sport. We need to maintain our standards and look to continually improve our mechanisms for protecting children and vulnerable adults and continue to listen to and involve children and vulnerable adults in shaping their Judo experience. I look forward to working with staff and volunteers as we push forward on this our most important responsibility in our sport.

Kerrith Brown
British Judo Association Chairman



Appreciations

Organisational Acronyms

BJA	British Judo Association
British Judo	British Judo Association & Home Country Bodies
JS	Judo Scotland
NIJF	Northern Ireland Judo Federation
WJA	Welsh Judo Association
CMT	BJA/JS/NIJF/WJA Case Management Team
CPSU	Child Protection in Sport Unit
DBS	Disclosure and Barring Service
CWO	Club Welfare Officer
DfES	Department for Education and Science (now called Department for Children Schools and Families)
LSCB	Local Children Safeguarding Boards
NSPCC	National Society for the Prevention of Cruelty to Children
LTPD	Long Term Player Development

Policy and Principles

Policy

The members, staff, and volunteers of the Association are committed to the welfare and protection of children so that they can enjoy sporting activities in safety to the best of their abilities without fear, threat or abuse.

Everyone has a role to play in safeguarding children from abuse. Dealing with concerns about child abuse and particularly child sexual abuse can be very disturbing but stay calm and use this guide to help you decide what you need to do. Follow these procedures and together we can help to protect vulnerable children and young people and identify any poor practice that may be putting our players or coaches at risk.

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Child abuse and particularly child sexual abuse can arouse strong emotions in those facing such a situation and it is important to understand these feelings and not allow them to interfere with your judgement about any action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. Everyone working in judo either in a paid or voluntary capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of children and preventing their abuse.

British Judo upholds the principle that all children and young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

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.
- We will take seriously all suspicions and allegations of abuse and respond swiftly and appropriately.
- Anyone under the age of 18 years is considered as a child for the purposes of this document.
- We recognise that working in partnership with children and their parents/carers is essential for the protection of the children.
- British Judo 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)/in Scotland, Local Area Child Protection Committees (LACPC), and to comply with its procedures.
- Regional areas, clubs and other organisations will be provided with the appropriate documentation and support to ensure that they are able to implement the Policy.

Policy and Principles

Adults at Risk Policy

The Principles above apply equally to vulnerable adults participating in Judo and the BJA is committed to taking all reasonable steps to protect vulnerable adults from harm and discrimination within a judo environment.

In doing so, the BJA considers a vulnerable adult to be anyone over the age of 18 years who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

The BJA recognise that each vulnerable adult is a unique individual with varying degrees of need and ability. The appropriateness of involving carers in welfare related decisions will depend upon the individual needs and circumstances and most importantly, on their wishes. In case of doubt, the BJA Lead Safeguarding Officer should be consulted.

Equity Policy

The concept of 'Sport for All' is nothing new and those agencies providing sport throughout the UK have acknowledged and supported this philosophy for many years. However, despite initiatives such as Sport England's 'Sport for All' campaign and the general agreement that sport **is** for all, inequalities still exist.

Equity in sport has now become an increasingly important issue for all those involved in the provision of sport, not least for National Governing Bodies who could find themselves ineligible for funding from various sources unless the inequalities are addressed.

The British Judo Association has a desire and a duty to provide services fairly and without discrimination. The Association is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim.

The British Judo Association is responsible for ensuring that no participant, volunteer, job applicant or employee receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, pregnancy, social or class background, nationality, religious belief or sexual preference or political belief.

Our Responsibilities

British Judo recognises its responsibilities both morally and legally under current legislation (including the Children Acts 1989 and 2004 and the Protection of Children (Scotland) Act 2005) and will use our best efforts to promote good practice to protect children.

We recognise 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 2013*' (HM Government) we recognise that the BJA and its clubs have 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 safer 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.
- Ensuring that all coaches complete child protection training as part of the BJA coaching qualification.

British Judo will:

- Appoint a Lead Child Protection Officer
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies
- Make decisions on misconduct/poor practice within agreed timescales.
- Convene a Disciplinary Panel when necessary
- Inform all appropriate individuals and bodies of their decisions within agreed timescales.
- Keep a list of all suspended, disciplined and disqualified persons and where appropriate refer people disqualified to relevant government agencies for consideration by Disclosure and Barring Service (DBS) when this is established (in Scotland the proposed introduction of a Vetting and Barring System).
- Provide support, training and guidance to the Club Welfare Officers and clubs via judo staff/tutors and through recognised child protection training providers
- To monitor and evaluate the implementation of the policy.

Categories of Abuse

Physical

The Following categories are taken from Working Together to Safeguard Children 2013.

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

In judo situation physical abuse may also occur due to:

- Overly hard randori without mutual consent and technical justification.
- Demonstrating techniques too hard or repeatedly where the intention is to hurt or intimidate the person being thrown.
- 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.

- Inappropriate levels of physical exercises as a punishment – British Judo believes that making a child carry out exercise, as a punishment may not only constitute physical abuse in some circumstances but sends mixed messages. We want children and young people to train and exercise to have fun and stay healthy.

Signs and Indicators of Physical Abuse

Physical Signs

- There are injuries that the child cannot explain, or explains unconvincingly.
- The child has injuries that have not been treated, or have been treated inadequately.
- There are injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs.
- The child has bruising that reflects hand or finger marks.
- The child has cigarette burns or human bite marks.
- The child has broken bones (particularly if the child is under the age of two).
- The Child has scalds, especially those with upward splash marks, tide marks on arms, legs or on the body (caused from standing in hot water).

Behavioural Signs

- The Child is reluctant to have parents contacted.
- The child has aggressive behaviour or severe temper outbursts.
- The child runs away or shows fear of going home.
- The child flinches when approached or touched

- The child is reluctant to get changed for PE or school sport.
- The child covers up arms and legs with a long-sleeved shirt, even when it is hot.
- The child shows signs of depression or moods that are out of character with their general behaviour.
- The child is unnaturally compliant to parents or carers.

Sexual Abuse

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

In a judo situation, 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.
- 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 given a 0.5kg weight allowance) and judogi trousers and t-shirt for girls (and given a 0.6kg weight allowance). The weigh-in must be conducted in an open environment.

British Judo recognises that there are some senior events where there may be players entered who are under the age of 18. For these events players under the age of 18 will weigh-in under junior rules (i.e. judogi trousers for boys with a 0.5kg weight allowance, and judogi trousers and t-shirt for girls with a 0.6kg weight allowance).

Signs and Indicators of Sexual Abuse

Physical Signs

- The child has pain, itching, bruising or bleeding in the genital or anal area.
- The child has any sexually transmitted disease.
- The child has recurrent genital discharge or urinary tract infections, without apparent cause.
- The child has stomach pains or discomfort when he/she is walking or sitting down.

Categories of Abuse

Behavioural Signs

- There are sudden or unexplained changes in behaviour.
- They make sexual drawings or uses sexual language.
- The child has an apparent fear of someone
- The child possesses unexplained amounts of money or receives expensive presents.
- The child runs away from home.
- The child takes a parental role at home and functions beyond their age level.
- The child has nightmares or wets the bed.
- The child is not allowed to have friends (particularly in adolescence).
- The child self-harming, self-mutilating or has attempted suicide.
- The child alludes to secrets they cannot reveal.
- They are reluctant to get changed for PE or school sport.
- The child displays sexualised behaviour or knowledge (particularly in young children).
- The child has eating problems, such as anorexia or bulimia.
- The child abuses drugs or other substances.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

In a judo situation, 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.
- Making a young player feel worthless, unvalued or valued only insofar as they achieve the expectations of their coach/parents/others.

Signs and Indicators of Emotional Abuse

Physical Signs

- The child fails to grow or to thrive (particularly if the child is thriving away from home, e.g. on trips or matches).
- The child suddenly develops speech disorders.

The child has delayed physical or emotional development.

Behavioural Signs

- The child has compulsive nervous behaviour, such as hair-twisting or rocking.
- The child is excessively deferent towards others, especially adults.
- The child shows an excessive lack of confidence.
- The child is unwilling or unable to play.

- The child has an excessive fear of making mistakes
- The child shows an excessive need for approval, attention and affection.
- The child self-harms or self mutilates, or attempts suicide
- The child shows an inability to cope with praise.
- The child is reluctant to have parents contacted.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In judo situation neglect may 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 dehydrate 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.

Categories of Abuse

- Exposing children to unhygienic conditions.
- Exposing children to a lack of medical care.
- Non-intervention in incidents of bullying or taunting.

Signs and Indicators of Neglect

Physical Signs

- The child is constantly hungry.
- The child is in an unkempt state; frequently dirty or smelly.
- The child is losing weight or is constantly underweight.
- The child is dressed inappropriately for the weather conditions.
- The child has untreated medical conditions – not being taken for medical treatment of illness or for injuries.

Behavioural Signs

- The child is tired all the time.
- The child frequently misses school or is late.
- The child fails to keep hospital or medical appointments.
- The child is left alone or unsupervised on a regular basis.
- The child has few friends.
- The child is a compulsive stealer or scavenger, especially of food

Bullying

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

In a judo situation, 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 in the relationship with their athlete and must not abuse this position to bully children/vulnerable young adults in their care.

In a judo situation 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

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 appropriate action 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. The BJA 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:

- 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 be:

- Experiencing racism and racist attitudes.
- Experiencing racism through being ignored by people in authority.
- Afraid of further abuse if they challenge others.
- Subjected to myths, e.g. all people of a particular culture are good with or hit their children.
- Wanting to fit in and not make a fuss.
- Using or learning English as a second language.

If you should identify specific needs for materials for groups or individuals where they have additional vulnerabilities and barriers to getting help please contact the Lead Child Protection Officer of the relevant judo organisation.

Equality Training

In addition to sports equality workshops (Equity in your Coaching and A Club for All) your Local Safeguarding Children's Board will provide equality training. To find your Local Safeguarding Children's Board carry out a web search on "Local Safeguarding Children's Board [insert name of your local authority e.g.: Leicestershire]" .

If you do not have internet access contact your Local Authority via post or telephone requesting contact information for your Local Safeguarding Children's Board.

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 both 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 can also carry out abusive behaviour verbally, physically and emotionally, as well as experiencing it themselves. This behaviour is not acceptable in 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 BJA'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 needs to be recognised.

It is important that clubs acknowledge their 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 when they are learning, and overly critical and 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

It is important for all clubs, BJA Areas and event managers 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.
- 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 young people 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/in Scotland, Social Services, 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.

The mentoring of young officials is particularly helpful in supporting individuals if they are faced with abusive behaviour and indeed preventing the continuation of such behaviour.

Signs and Indicators

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.

We acknowledge that British Judo staff, coaches and officials whether in a paid or voluntary capacity, are not experts at such recognition.

Children and young people are 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 and 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 pages 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 your organisations Lead Safeguarding/Child Protection 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.

Category of abuse	Physical signs	Behavioural Signs
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.
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.
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.
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.	Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.

Choosing Right

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.

Safeguarding concerns can arise in a number of ways, for example, an adult responsible for a child may notice a change in their behaviour or appearance that causes them concern; a parent may raise a concern about the behaviour of a BJA staff member or volunteer or information may be disclosed during a recruitment process that raises concern about a person's suitability for the role they are applying for. Occasionally children may speak directly to an adult they trust about a safeguarding concern and whilst this is the least likely way that concerns arise, it is imperative that adults with responsibility for children know how to respond to such disclosures.

Information gathered from cases shows that on average it takes a child seven attempts to disclose and be heard.

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: (please see the next page)

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 and feels safe.
H	Honest – you need to explain that you will have to tell others to help stop abuse!
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.
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. – on Appendix 3 of this policy you will find a referral and information form. 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. The flow diagrams on pages 28 and 29 explain how to 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 event 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/in Scotland, Social Services.
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.

Choosing Right

Recording the Information – Keep it clear and simple

Information may need to be passed to the Children’s Social Care/in Scotland, Social Services and or the Police.

- Accurate recording is essential, as there may be legal proceedings at a later date.
- Referrals to Children’s Social Care/in Scotland, Social Services and 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/in Scotland, Social Services 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. <http://www.ico.org.uk/>
- Information should only be shared on a strictly “need to know” basis.
- Complete Appendix 3 (The BJA Referral and Information Form) and send this to the Club Welfare Officer. The CWO in turn will send this onto the judo organisations Case Management Team.

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 the British Judo Association, in a paid or voluntary 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/in Scotland, Social Services (formerly Social Services/in Scotland different local authorities use different titles but generally still known as Social Services) have a statutory duty under the Children Act 1989/Children (Scotland) Act 1995 that is reinforced by the Protection of Children Act 2004/Protection of Children (Scotland) Act 2003 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.

In these situations, or where concerns still exist, inform the Children’s Social Care/in Scotland, Social Services as soon as possible. Children’s Social Care/in Scotland, Social Services 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/in Scotland, Social Services 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 BJA 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 a club, you should inform the club welfare officer or person in charge if there is no club welfare officer in place. If you are the senior teacher or coach within the club then you will need to inform the club chairman/president.

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. Please contact your local education authority for a copy of the Local Authority Education Department Guidelines.

In a Local Authority scheme (or similar)

If you are working within a recreational or play scheme you should inform the manager of the scheme.

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, course director or the Safeguarding Team

It is the responsibility of these people to ensure that appropriate advice is obtained from the local Children's Social Care/in Scotland, Social Services department or the NSPCC or Children 1st (in Scotland).

• If your concern is about the person designated for child protection

Contact your local Children's Social Care/in Scotland, Social Services, the police or the NSPCC/Children 1st direct and tell them about your concerns.

The telephone number for Children's Social Care/in Scotland, Social Services is usually included in the listing for your local council and the number of your local police station will also be listed in the telephone directory. The NSPCC operates a 24-hour free phone help line telephone number **0808 800 5000**, you do not have to give your name but it is helpful if you do.

Some local Children's Social Care/in Scotland, Social Services 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.

A company called Papworth Publishing produces a resource for Children's Services workers called a Sherwood Diary which contains all local Children's Social Care/in Scotland, Social Services (Social Services) office and out-of-hours contact details. This can be obtained via www.sherwooddiaries.co.uk/index.htm or by telephoning **01268 510123**.

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 relevant judo organisation.

- **England and Wales**, Lead Safeguarding Officer, British Judo Association, Suite B, Loughborough Technology Park, Epinal Way, Loughborough LE11 3GE Tel: 01509 631670 ext 223.
- **Northern Ireland**, Lead Child Protection Officer, Northern Ireland Judo Federation, House of Sport, 2a Upper Malone Road, Belfast BT9 5LA Tel: 02890 383814
- **Scotland**, Lead Child Protection Officer, JudoScotland, Edinburgh International Climbing Arena, South Platt Hill, Ratho, Newbridge, West Lothian, EH28 8AA, Tel: 0131 3332981

Where referrals are made directly to Children's Social Care and/or the Police, always ensure that the judo organisations 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.

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 event. 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.

What is a LADO? (Local Authority Designated Officer) England only

The Local Authority Designated Officer (LADO) works within Children’s Services to help safeguard children in accordance with the statutory guidance set out in Chapter 2: Organisational responsibilities of Working Together to Safeguard Children 2013.

They should be informed of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against children, or related to a child; or
- behaved towards a child or children in a way that indicates they are unsuitable to work with children, for example if their conduct falls within any of these categories of abuse:

- physical
- sexual
- emotional or
- neglect

Once an allegation has been made, the LADO’s role is to capture and co-ordinate the sharing of all the information relating to the case with the officers and agencies that need to be informed. The LADO will be involved from the initial phase, providing advice and guidance to the employer or voluntary organisation, and monitoring the progress of the case through to its conclusion.

If you need to contact your Local Authority Designated Officer (LADO), please consult your Local Safeguarding Children Board (LSCB) or Local Authority.

All British Judo organisations 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 should be aware that your right to report, in good faith, is protected by the Public Interest Disclosure Act 1998, ie your position in any of the Judo Organisations will not be affected by you reporting your concerns.

Alternatively you can go direct to the Police, Children’s Social Care/in Scotland Social Services or NSPCC/in Scotland Children 1st and report your concerns there.

Reporting a concern – what you need to do

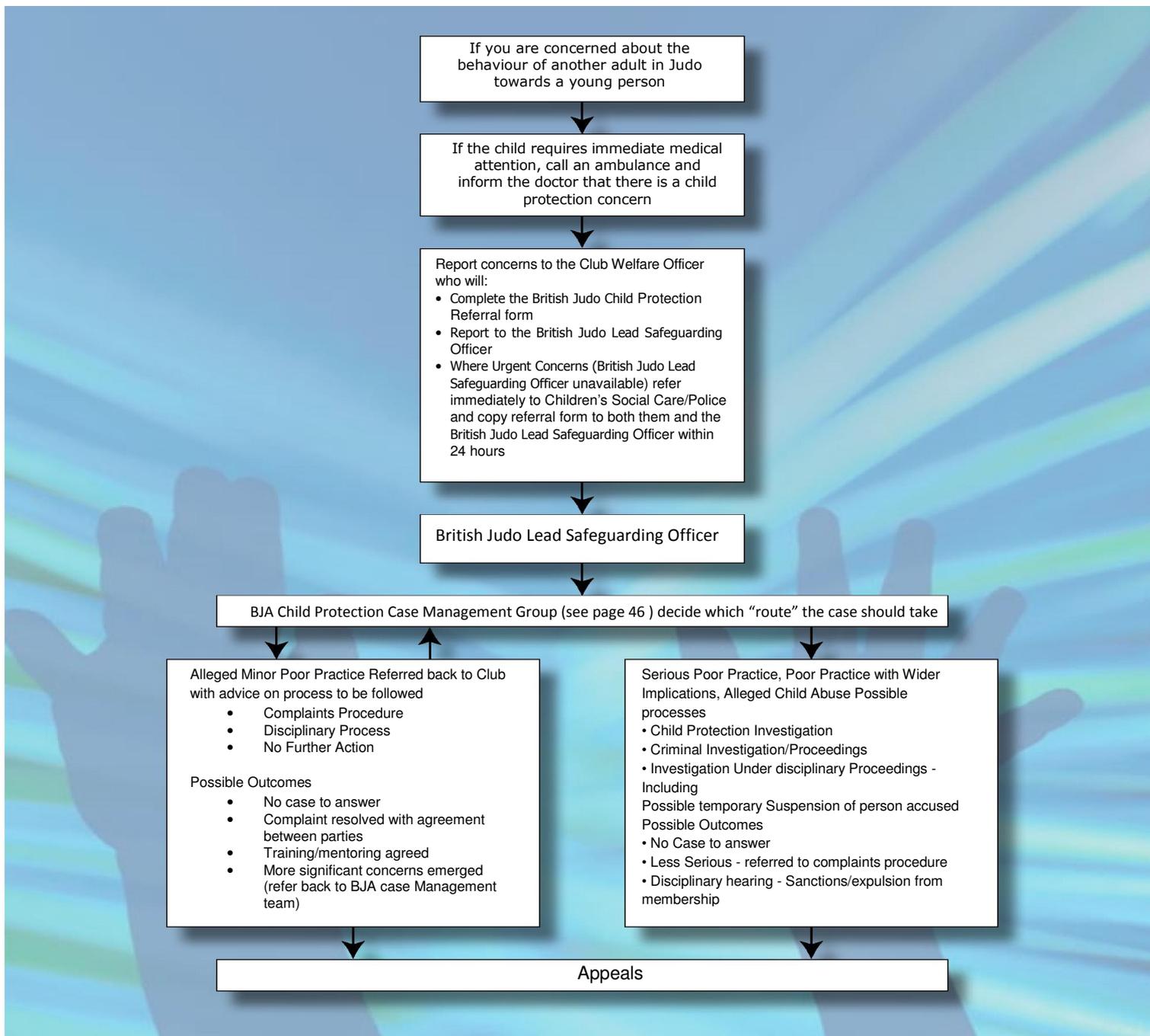
Any suspicion that a child has been abused by either a member of staff or a volunteer will be reported to the club welfare officer or if they are unavailable, to the person in charge.

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 relevant judo organisations 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/in Scotland, Social Services and/or the Police.

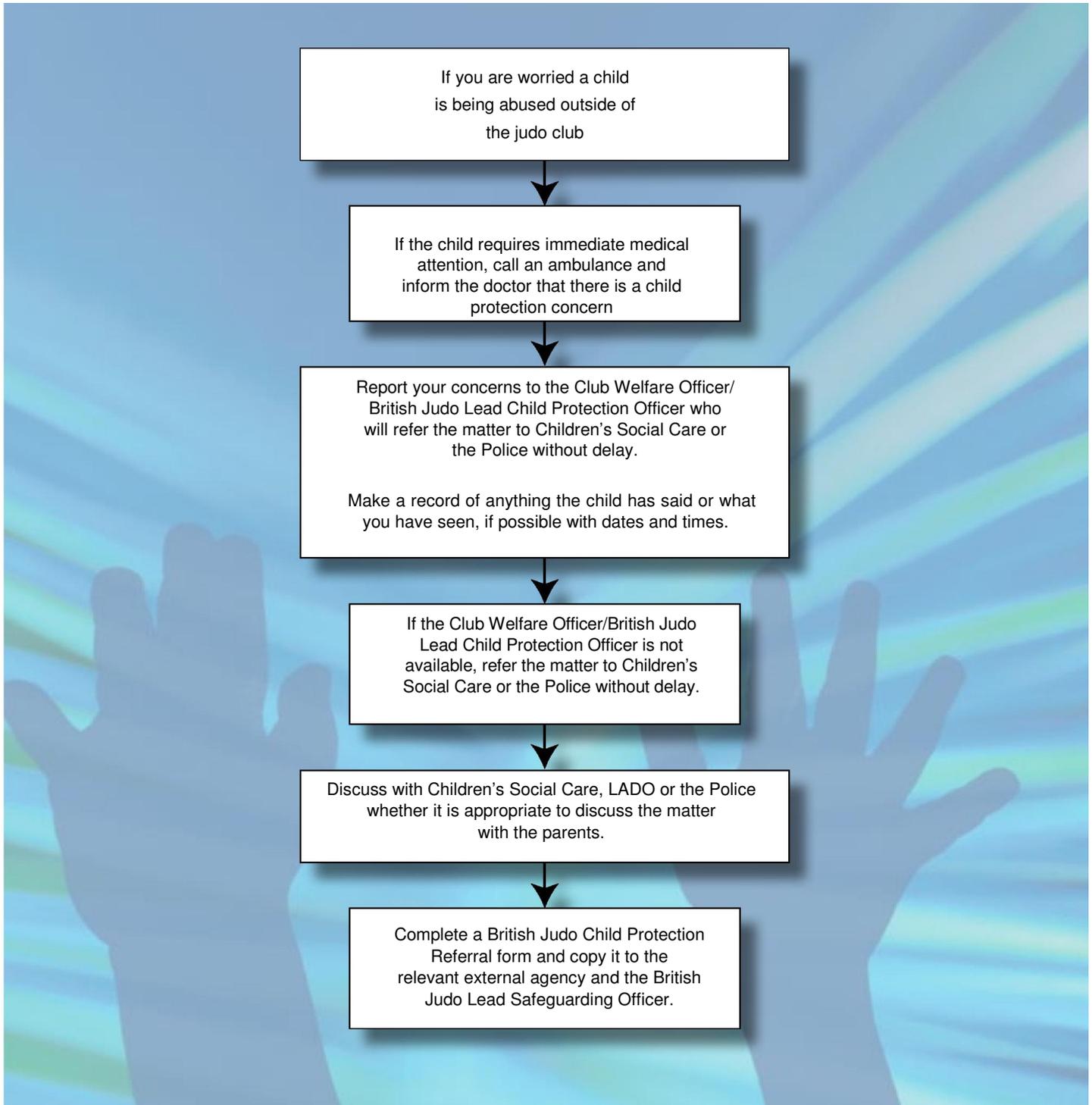
Every effort should be made to ensure that confidentiality is maintained for all concerned and to protect the integrity of the investigation process. All referrals must be reported to the relevant judo organisations Lead Safeguarding Officer as soon as possible.

Dealing with possible poor practice in a judo setting



** Throughout this flow chart, in Home Countries, for BJA Lead Child Protection Officer, read JudoScotland / Welsh Judo / Northern Ireland Judo Federation, Lead Protection Officer

Dealing with possible child abuse outside of a judo setting



** Throughout this flow chart, in Home Countries, for BJA Lead Child Protection Officer, read JudoScotland / Welsh Judo / Northern Ireland Judo Federation, Lead Protection Officer

The next step

What happens next?

Where there is a complaint of abuse against a judo volunteer, coach, official or member of staff, there may be three types of investigation:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary investigation by the judo organisations Case Management Team or Complaints and Conduct panel.

The Case Management Team (page 46) will decide if an individual accused of abuse should be temporarily suspended from membership pending Police and Children's Social Care/in Scotland, Social Services, inquiries. Sometimes the authorities will not wish such action to be taken immediately so that their inquiries are not jeopardised.

The results of the Police and Children's Social Care/in Scotland, Social Services, investigation will inform the disciplinary investigation.

If the investigation shows that the allegation is clearly about poor practice then the Case Management Team will follow the British Judo Association's Child Protection Procedures.

Irrespective of the findings of the Police or Children's Social Care/in Scotland, Social Services,, British Judo/JudoScotland will assess all individual cases under the appropriate complaints or disciplinary procedure to decide if a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the judo organisation must reach a decision based upon the information that is available which could suggest that on a balance of probability it is more likely than not that the allegation is true.

The welfare of the children should always be paramount.

Allegations of historic abuse

Allegations of abuse may be made some period of time after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children.

Where such an allegation is made, the same procedure should be followed.

This is because other children, either within the sport or outside it, may be at risk from this person.

There are certain offences, which may identify a person as presenting a risk, or potential risk, to children, which may exclude an individual from holding an award or position within the British Judo Association. See the Safe Landings website for British Judo Association – Procedures for dealing with positive Disclosure and Barring Service check (DBS) and PVG (Scotland) disclosures and reports received from statutory agencies.

Providing support

The BJA/JS/NIJF/WJA will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded, in the following ways:

- Via the Lead Safeguarding/ Child Protection Officers
- Via the Case Management Teams
- Provision of specialist independent organisations contact details
- NSPCC Helpline
- NSPCC Child Protection in Sport Unit.

Consideration will be given to what support may be appropriate for children, young people, parents or carers, volunteers and members of staff during and after poor practice and child abuse referrals to the BJA/JS/NIJF/WJA.

It is never easy to respond to a child or young person who tells you that they are being abused. You may well be feeling upset and worried yourself. Confidentiality is paramount. However, the BJA/JS/NIJF/WJA acknowledges that having received a disclosure, individuals may have a need for some support. Appendix 11 (Useful Contacts) provides information on support groups and help lines for those who have received a disclosure.

Every effort will be made to ensure that any child or young person who has been subjected to poor practice or abuse, and their parents or carers, will be given support from the appropriate agencies and the BJA/JS/NIJF/WJA. A list of independent support groups and help lines is provided in Appendix 11 for those who have experienced abuse.

The BJA/JS/NIJF/WJA will also consider what support with the process may be appropriate for those against whom a complaint of poor practice or an allegation of abuse has been made. Appendix 11 provides information on support groups and help lines.

Risk Management

We naturally assess the potential for risks when planning activities. However, to ensure the welfare of children and young people within our care it is important to always ask the following basic questions:

- What is the activity?
- What are the ages of the children/young people involved?
- Where is the activity going to take place?
- Are there any special needs within the group?
- Are there mixed groupings?
- What experience and qualifications do the organisers have?
- Do you require someone who has appropriate first aid training?

It is important to also consider your familiarity with the venue and the level of responsibility to have for the activity e.g. at your dojo (which may or may not have access to telephone, toilet and changing facilities, first aid provision) or an unknown dojo that your club has to travel to. Local sports centres may have guidelines on use and types of facilities, which you may or may not have access to. Also be mindful of social activities at a non-judo venue, which may or may not be known to you.

The principles for assessing potential risks remain the same whatever the activity, therefore you need to consider these and decide what ratio of adults to children or young people you consider to be appropriate to ensure their safety (see Appendix 4 page 75 for more details).

Remember that an adult is anyone up to 18/In Scotland, anyone over the age of 16. You may have Volunteers or even BJA Level 1 Coaches who are not yet 18/in Scotland, not yet 16. They cannot be considered an adult legally; therefore this affects the ratio of adults to children/young people. However, you can ask parents to come along in such circumstances. It is also important to consider the experience of the adults involved. Clearly it is best practice to have BJA Qualified Coaches; however it is likely that there will be a mixture of qualified coaches and supervising adults who are not in a coaching role.

Planning away trips with children and young people

Travelling to away competitions and having trips away from home should be both safe and fun for children. It should be a chance for all children to grow in confidence, self-esteem and skills. When taking a team away from the Club to compete consideration and planning needs to be paramount to ensure the duty of care for the young people within the group is fulfilled. If you are hosting a small competition at your club, the policy for the duty of care of your team will be more or less the same as for a Coaching/Club session.

Planning

The following section provides guidance on planning and taking a team to an away fixture for the day. It does not include overnight stays - (see page 33)

Good Practice:

- Appoint a Team Manager with clear roles and responsibilities
- Ensure you have sufficient staff to manage and look after the young people - (see page 75, BJA Health and Safety Guidelines see appendix 4).
- Ensure that you have written permission from the Parents/Guardians or Carers for transporting and supervising their children whilst in your care.
- Ensure that the group has agreed to act within the Judo Code.
- Ensure that all staff who are responsible for young people within the team have been recruited and checked, in accordance with the BJA Child Protection Policies and Procedures (section on recruitment of volunteers pages 51)
- Ensure that a risk assessment is conducted.
- Ensure that there is a 'club home contact i.e. a member of the Club who is not travelling away, who will act as a contact point if required.

Planning away trips with children and young people

Communicating with Parents

The following information needs to be clarified and communicated to Parents and the team when travelling to a fixture for the day:

- Method of transport
- Pick up point
- Time of departure
- Time of return
- The destination and venue
- Competition details
- Name of Team Manager and Coaches responsible for the team/s
- Contact details for the Team Manager and Coaches
- Contact details and any medical information for the members of the team
- Kit requirements, Cost implications i.e. cost of transport, competition fee and pocket money required.

Transport

Private Cars

The BJA recognises that Junior/youth Judo exists on the support of volunteers and parents and that often private cars are used as a form of transport to away events.

The BJA strongly advises that private cars (other than those used by parents to transport their own children or other players where this has been agreed between parents and not arranged by the club) are not used by Coaches, Club Volunteers, Team Managers, Referees and Competition Officials to transport young players at any time, either to and from a training session, or to away events.

If, for any reason, this is ONLY feasible method of transport, the following guidelines must be followed:

- Drivers must ensure the safety of passengers.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover.
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit.
- Drivers must be aware of their legal obligations when transporting young players.
- Parents/guardians or carers must give written permission if their Child/Children are being transported in another adult's car
- Clear information on the expected time of departure and arrival needs to be communicated to relevant people i.e. parents/guardians or carers.
- Drivers should not be alone with a young person (other than their own child) in the car at any time. If in an emergency situation arises, drivers need to ensure that the young person is in the back of the car. It must be stressed that it is for emergencies only and should not become a regular occurrence or acceptable practice.

Planning away trips with children and young people

- The driver **must** have complied and been checked by the recruitment procedures set out from page 49.

If hiring transport

When booking transport for an away event you will need to remember the following points:

- Passenger safety, drivers take necessary breaks
- Competence of the driver and whether the driver holds an appropriate valid licence
- Number of driving hours for the journey and length of the driver's day, including non-driving hours
- Whether more than one driver is required
- Type of journey, traffic conditions, weather, appropriate insurance cover managing young people away from the club
- Journey time, distance and stopping points
- Supervision requirements

Legislation Points to Remember

- Vehicles must be appropriate and roadworthy.
- The driver is responsible for the vehicle during the trip.
- All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years **MUST BE FITTED WITH A SEAT BELT FOR EACH YOUNG PERSON**. Restraints must comply with legal regulations - <https://www.gov.uk/government/publications/guide-to-changes-to-seat-belt-installations>
- There must be an anchor point for wheelchair users minibuses.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.

Supervision

- All Staff - paid or voluntary - must have complied with and been checked through the recruitment procedure set out in (page 51).
- Within the group of Staff responsible for the team there must be a nominated person who is familiar with and who has received training on the BJA Child Protection Policies and Procedures. (Attendance at a BJA 'Safeguarding and Protecting Children' workshop would meet this requirement).
- For single sex groups, there must be at least one same gender member of staff.
- Any child not accompanied by a parent/guardian must have a same sex staff member.

Roles and Responsibilities

- All members of staff need to have a clear knowledge of their role and responsibility for the team.
- Where possible try to appoint a Head Coach and Team Manager, the Head Coach and Coaches taking responsibility for the training and competition management of the team and the Team Manager (and any other staff) taking responsibility for any other necessary support.
- All staff must go through an Induction programme ensuring they understand:
- BJA Child Protection Policy and Procedures/SafeLandings

Planning away trips with children and young people

- Ethical issues
- Codes of conduct and behaviour
- All staff must be provided with a full itinerary, including contact and medical information and travel arrangements.
- If parents are spectating at the event it needs to be made clear that the team is the responsibility of the staff and parents should not compromise this situation.

A Club should develop and publicise policies regarding the collection of young people from judo activities. The policies should reflect the age of the children, the location, time and nature of the activity.

Supervision whilst travelling

- The Team Manager is responsible for the Team and Staff at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All Team Members and Staff are familiar with emergency procedures within the vehicle i.e. emergency door.

The Team Manager needs to consider the following;

- The level of supervision necessary on double decker buses and Coaches i.e. one supervisor on each deck
- The safety of the group when crossing the road
- Clarity of the ground rules when the Team is in transit. The main cause of accidents is misbehaviour
- Sufficient and supervised stops
- That in the event of a breakdown or accident, the Team and Staff remain under the management and supervision of the Team Manager
- The head count when the Team is getting on and off the transport

Emergency Procedures

- Medical forms must be completed, signed by the parent/guardian or carer and returned to the Club
- A member of staff must carry medical details and relevant information
- The staff must be aware of any specific medical conditions
- Staff should have access to calling the emergency services and the minimum first aid provision
- Staff have a duty of care to act as a prudent parent would
- Staff must act in an emergency and take life saving action in extreme situations

If an emergency occurs:

- Establish the nature of the emergency and names of any casualties
- Ensure the rest of the Team are safe and supervised
- Ensure all members of the party are aware of the situation and are following emergency procedures
- Ensure that a member of Staff accompanies any casualties to hospital
- Notify the Police if necessary
- Complete an incident form
- Ensure that no one in the group speaks to the media
- All media enquiries should be managed through the BJA Head of Communications/Press Office at BJA Head Office./in Scotland, through the Chief Executive of JudoScotland
- Ensure that the Team and staff do not discuss the incident
- Contact the 'Club home contact' who will:
- Contact Parents and keep them informed about the situation
- Liaise with the Club Staff, and if necessary the BJA/in Scotland, JudoScotland
- Liaise with the media contact if applicable
- Report the incident to the insurers, using the appropriate forms if necessary

Insurance

BJA clubs, members and coaches have insurance cover with their membership, however travel and medical cover is NOT included.

Details of cover and contacts to arrange additional cover can be found on the BJA web http://www.ps-judo.com/files/Judo_Policy_Summary.pdf

Overnight Stays

When planning a trip it is important to allow sufficient time for all requirements to be completed. The following action plan needs to be fulfilled and completed:

- Establish the purpose of the trip
- Date of the trip?
- The location of the trip?
- Check if you need visas
- For some trips, you will need vaccinations, or to take pre-trip medication such as anti malaria.
- The duration of the trip?
- Identify suitable venue and facilities for both the judo and accommodation
- How much will it cost?
- How much spending money is required?
- Conduct a risk assessment.
- What insurance cover is required?
- Supervision of players, both playing and non-playing time
- Appropriate accommodation
- Catering for all food requirements.
- On arrival have a group meeting to review the programme and rules.
- Hold daily group meetings and a staff meeting – this is an opportunity to discuss any issues or problems and solve them.
- Communication with parents
- Remember to check the cultural traditions of the country. This may have an implication on what clothes you as the group to take e.g. Muslim communities.
- Consider implications of communication barriers where countries are not English speaking.

Risk Assessment

Planning is key to the prevention of any incident. Conducting a risk assessment is an innate part of planning any trip.

- Young people must not be placed in situations, which expose them to an unacceptable level of risk
Consider the following:
- What are the hazards?
- Who might be affected by them?
- What safety measures can be put in place to reduce risk?
- Can the Team Manager put the safety measures in place?
- What steps will be taken in an emergency?

Home Contact

- Ensure that a list of the Team and staff is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all of the Team and Staff

Accommodation

- Discuss your code of conduct and discipline policy with the staff at the accommodation
- If rooms are equipped with satellite TV/Internet, inappropriate programmes may be available. It may be possible to arrange for these programmes to be disconnected
- Check the accommodation policy for extras on bills, breakages and lost keys
- All accommodation must be clean and with access to sufficient toilet and bathing facilities

IT IS NOT ACCEPTABLE:

- FOR PLAYERS TO SHARE A BED
- FOR MALE AND FEMALE PLAYERS TO SHARE A ROOM
- FOR STAFF TO SHARE A ROOM WITH PLAYERS
- whatever the accommodation, the Team Manager must be sure that the players are safe
- for wheelchair users, it is important to check access to the building and room and bathroom facilities
- Checks must be made to ensure that the needs of player's with disabilities are met
- All Players must know which rooms the staff are in and how to contact them if required

Communication with Parents

Before taking any young players away on a trip, you must arrange a meeting with the parents and players to provide details of the trip. Parents must be made aware and given written information on the following:

- Purpose of the trip
- Name and contact details of the Team Manager
- The names of all the Staff
- Name and contact number of the person acting as 'Club home contact'
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number
- An itinerary giving as much detail as possible
- Kit and equipment list
- Emergency procedures and telephone contacts
- Codes of conduct for both Staff and Players
- Welfare and child protection procedures
- Estimated cost
- Date for paying deposit
- Spending money
- Details of insurance

Good Practice in the care of children

Information required from Parents/Guardians/Carers

- Signed consent form accepting the code of conduct and detailing any specific medical information
- Special dietary requirements
- Consent for emergency medical treatment
- Agreement to pay the fee
- Don't forget to ask the parents to get their child a European Health Insurance Card (replaces E111 forms).

Preparing Players

Try to meet with the players prior to the trip to agree:

- Codes of conduct/behaviour
- Emergency procedures
- Expectation of the Players
- Staff roles and responsibilities
- Support if they become homesick
- Support if they are unhappy, or need to speak to someone in confidence

Feedback from the children and staff

On return ask the children and the staff what they enjoyed and what they would change, this will help with next year's planning. Children have great ideas on making things fun – listen to them and make their fun ideas safe.

Staff Ratios

It is important that there is a high number of "staff to players" ratio on any trip, to ensure the safety of the team. Consideration needs to be given to the following;

- Gender, age and ability of the team players with specific religious or cultural needs
- Players with special needs, medical requirements or with disabilities
- The duration of the journey
- The competence and likely behaviour of the players
- The number of Team Mangers, Assistants, Coaches and specialist staff
- The experience of the staff in supervising young people
- The need for there to be enough people (staff) to be able to deal with an emergency (minimum of two Staff).
- The minimum requirement of a ratio of 1:10 for a team of over 8- year-olds
- The need for the ratio to be increased for young players, depending on the above factors and considerations

Good Practice in the care of children

- The minimum requirement of a ratio of 1:8 for a team of 8 years old and under and no more than 26 Children involved in each party.

You can reduce potential risk to children and help to protect staff and volunteers by promoting good practice in your club activities and environment.

Always be publicly open when working with children. Avoid working in isolation

NSPCC "Safe Sport Events, activities and competitions"

<http://www.thecpsu.org.uk>

Good Practice in the care of children

Late Collection

Parents should be informed that it is not the responsibility of the Club to transport young people to their homes in the event of them being delayed.

Staff/volunteers should:

- Attempt to contact the parent in the event of late collection;
- Check the Club contact for any information regarding the young person;
- Contact the alternative contact name/number;
- Wait with the young person at the agreed collection point with wherever possible other staff/volunteers;
- Remind parents of the policy relating to late collection.

Staff/volunteers should not:

- Take the young person home to or to any other location;
- Ask the young person to wait in a vehicle or venue with you alone;
- Send the young person home with another person without parental permission

Physical Contact

Judo requires a degree of physical contact between coaches and children or young people. Coaches may need to use it to instruct, encourage, protect or comfort.

- Coaches should refrain from demonstrating techniques with players under the age of 18. It is preferable for a coach to instruct two players to demonstrate the move by talking them through it. This is particularly applicable for groundwork.
- Physical contact during judo should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to develop sports skills or techniques. It is vital that coaches at a club discuss the technical needs of certain players and agree a training plan for that player e.g. A larger 14/15 yr old player may need a more advanced randori that other players in the class are unable to provide.

Good Practice in the care of children

Coaches working together to decide and implement a training plan for some children and young people minimises the risk of an abuser taking advantage of a child or young person under a technical pretence. The purpose of any physical contact should be explained and consent sought before continuing.

It cannot be stressed highly enough that if a member of the coaching team, the child, young person or parent express's reservations or concerns about the training that those concerns are addressed immediately.

Physical contact may also be necessary to:

- To treat an injury;
- To prevent an injury;

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission. Physical contact should not take place in secret or out of sight of others. The contact should not involve touching genital areas, buttocks or breasts.

- Where possible parents should take on the responsibility for their children in the changing rooms.
- Where groups have to be supervised in the changing rooms always ensure that this is carried out by at least two male or two female staff appropriate to the sex of the group.
- It is not appropriate to allow mixed sex changing facilities.
- It is not appropriate for adults and children to share changing facilities unsupervised.
- It is not appropriate to allow mat side changing for adults and/or children.
- Always follow the British Judo Association's (BJA) weighing-in procedure contained in the BJA Tournament Handbook and ensure that male or female officials appropriate to the sex of the players carry this out. Appropriate screened or separated facilities should be provided. (See the BJA Competition Manual for full details or running BJA Tournaments).

Be aware ~ as a general rule it doesn't make sense to:

- Spend time alone with children away from others.
- Take children alone in car journeys, however short.
- Take children to your home where they will be alone with you.

If a situation like this is unavoidable, make sure that the person in charge or the child's parents or carers are fully aware and have given consent.

And you should never:

- Engage in rough, physical, or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Let allegations a child makes go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature that children can do for themselves.
- Have children stay at your home with you unsupervised.

Good Practice in the care of children

- Abuse your privileged position of power or trust with children or adults.
- Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Have favourites.
- Resort to bullying tactics, or verbal abuse.
- Agree to meet young athlete/vulnerable adult on your own.

Just take care when children need your help

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are children with disabilities.

- Only carry out such tasks with the full understanding and consent of parents or carers of the child.
- If a child is fully dependent upon you, be responsive to them, talk with them about what you are doing and give them choices where possible, particularly if you are involved in any dressing, or undressing or where there is physical contact to assist the child to carry out particular activities.
- If during your care of a child you accidentally hurt them or the child seems distressed in any manner or appears to be sexually aroused by your actions or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Inform parents or carers about the incident as soon as possible

Relationships of trust

The power and influence of an older colleague (where an U18/in Scotland, an U16, has taken on a leadership role), or member of staff, has over someone attending a group activity cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility they must exercise in ensuring that they do not abuse their position of trust.

Genuine relationships do occur between different levels of volunteers and participants in a group. However no intimate relationship should begin whilst the member of staff or volunteer is in a position of trust over them. The BJA acknowledges that intimate relationships between teenagers take place and often no harm comes from them. However, it is also acknowledged that children and young people who suffer abuse often do so at the hands of other children or young people. It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in judo.

"The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins".

Please note: young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation (under the Children's Act 1989) they are classified as children.

There is no simple definition of a vulnerable adult but again the position of trust and the vulnerability of adults must not be abused. The principles and guidance apply irrespective of sexual orientation; neither homosexual nor heterosexual relationships are acceptable in a position of trust.

A Relationship of Trust can be described as one in which one party is in a position of power or influence over another by virtue of their position. A genuine relationship can start between two people within a relationship of trust, but the relationship of trust must end before any sexual relationship develops.

Abuse of trust and sexual or other abuse

Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by abuse of trust may be ostensibly consensual, but rendered unacceptable because of the relative power positions of the parties concerned.

Code on Abuse of Trust

The Code of Conduct on sexual activity between individuals in a relationship of trust aims to:

- Protect a young person or vulnerable adult from an unequal and potentially damaging relationship.
- Protect the person in a position of trust by preventing them from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable

British Judo code on abuse of trust

- Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care, must be avoided.
- Any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.
- All those in an organisation have a duty to raise concerns about behaviour by coaches, staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position.
- Allegations relating to a breach of the code on trust will be investigated according to the BJA Case Management Team complaints and disciplinary procedures.

If anyone (paid or unpaid) holding a position of authority or trust engages in an intimate or inappropriate relationship with a young person it is a breach of the BJA Code on abuse of trust, and as such will result in disciplinary action

Disclosure and Barring Service

Disclosure and Barring Service (DBS)

DBS checks are another tool in the recruitment procedure. A DBS Enhanced Disclosure/in Scotland, an Enhanced Disclosure Scotland, tells the BJA/JudoScotland about a person's recorded offences. It can indicate that a person is not suitable to work with children, for example if they have a history of sexual offending. It may also tell the BJA/ JudoScotland that further investigations are required, for example if the person has a history of drug dealing or racist offending.

Please see the British Judo Association website – Procedures for dealing with positive DBS Disclosure Certificate and Disclosure Scotland (DS) disclosures and reports received from statutory agencies.

The BJA/ JudoScotland will carry out DBS checks on relevant volunteers and staff every 3-4 years. As a quality control, a random sample of 1% of people checked in one year will be randomly selected to complete a disclosure the following year. In these cases the BJA/ JudoScotland will arrange for a BJA/ JudoScotland DBS Official/in Scotland DBS Official, to visit the person within one month of selection at a place and time that is convenient to the applicant.

Where the BJA Case Management Team (**see page 46**) or Club has carried out disciplinary procedures with an individual the BJA/JudoScotland may request that the individual completes another Enhanced DBS check in an Adult and Child Workforce.

Please note the BJA/JudoScotland will not accept copies of the Disclosure Certificate, the applicant must provide the original Disclosure Certificate. The Disclosure Certificate will be returned to the applicant by secured post, which can be tracked if needed.

For further information and guides visit the website <http://www.britishjudo.org.uk/disclosure-and-barring-service>

DBS update service

The Update Service is an online profile where you can store multiple DBS Checks, this is most beneficial for people who require many DBS checks whether it be for work, hobbies or charity work. Update Service user guides are available on the DBS page of the BJA website. The type of check the BJA requires is an enhanced check in an adult and child workforce. Once you have signed up to the Update Service you will never have to complete an application form again (subject to required workforce and level of the check).

When your DBS check expires (every three years) you will be required to complete a Consent to Perform a Status Check form to enable us to check your status. These forms are available on the DBS page of the BJA website

If your Disclosure holds new information the BJA will request a copy of your Disclosure certificate from the DBS and follow the Positive Disclosure policy. The Positive Disclosure policy can be found on the DBS page of the BJA website

Please follow the link below for more information about the Update Service

<https://secure.crbonline.gov.uk/crsc/subscriber>

Please note for Judo Scotland members all criminal record checks must be applied through Disclosure Scotland/PVG

<http://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm>

Please contact Tony Penfold for further information **TonyPenfold@judoscotland.com**

Types of DBS check available

- Standard checks – To be eligible for a standard level DBS check, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- Enhanced checks – To be eligible for an enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) Regulations.
- Enhanced checks with children's and/or adult's barred list check(s) – To be eligible to request a check of the children's or adult's barred lists, the position must be eligible for an enhanced level DBS check as above and be specifically listed in the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).

To request a DBS application please email Amanda Smith with your name and licence number.

amanda.smith@britishjudo.org.uk

Please see the BJA website for further information: -

<http://www.britishjudo.org.uk/disclosure-and-barring-service>

Procedures for British Judo Association

Case Management Teams (CMTs)

Case Management Teams (CMTs)

- **British Judo Association – Case Management Team members**

BJA Lead Safeguarding Officer
BJA Head of Development
BJA Safeguarding Assistant

- **Judo Scotland – Case Management Team members**

JudoScotland Lead Child Protection Officer
JudoScotland CEO
JudoScotland Coaching and Training Manager

- **Welsh Judo Association – Case Management Team members**

Welsh Judo Association Lead Child Protection Officer
Welsh Judo Association Official
Welsh Judo Association Standards Commission Chair

- **Northern Ireland Judo Federation – Case Management Team members**

Northern Ireland Judo Federation Lead Child Protection Officer
Northern Ireland Judo Federation Lead Child Protection
Northern Ireland Judo Federation Business Chair

Due to the sensitive nature of this kind of action and in order to protect and shield children and vulnerable adults from the traumas and rigors of formal disciplinary hearing, British Judo will use the following procedures depending on the circumstances involved. The Case Management Team will advise the CEO to appoint a Disciplinary Panel when deemed necessary.

Reports of alleged misconduct or information which raises concerns about an individual's suitability to work with children, arising from referrals from any source including a person's club, from court appearances, through recruitment or retrospective recruitment checks or from actions by employers are likely to cover a wide variety of behaviours. Each case will thus be considered on its unique merits by the Case Management Team as to whether misconduct has occurred or concerns require disciplinary action.

If it is decided that the behaviour does not by itself call into question suitability for the particular role, no further action will be taken by the Case Management Team other than to formally advise the person of the receipt of a report and the decision made. In some cases the CMT may decide that whilst a disciplinary panel need not be convened certain re-training or learning opportunities may be recommended.

The recipient shall have the right to make immediate written representations or reserve that right should he/she be reported for misconduct on a subsequent occasion. The Case Management Team also reserve the right on receiving a second report, to take into account the facts of prior submissions.

If it is found that the report raises a question about a person's suitability within the sport, the Case Management Team shall proceed as follows:

- The accused will be advised of the receipt of a report and of the CMT's knowledge of any related disciplinary hearings or legal and /or employment proceedings. The CMT will inform whether it has decided to temporarily suspend the accused individual pending further inquiries and the CMT will inform the area/club/affiliated organisation as necessary.
- The accused will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.

- Will decide whether temporary suspension is necessary pending further investigation and will do so by discussion between at least two of the CMT members. The CMT will then inform the accused.

In cases where the audience and/or explanation reveal that there is no cause for concern, no further action will be taken. In some cases where poor coaching practice is revealed further training maybe promoted by BJA Technical/coaching staff.

In cases where the CMT decide that a safeguarding disciplinary hearing is warranted the procedures outlined in appendix 8.

Confidentiality

When an allegation is made every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Case Management Team members.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Children's Social Care/in Scotland, Social Services/Police.
- Designated officers within the British Judo Association e.g. Legal Adviser.
- The alleged perpetrator (and parents if the alleged abuser is a child).

Information will be stored centrally at the British Judo Association Head Office/or if appropriate to do so, at JudoScotland Head Office, in a secure place with limited access to the designated people, in line with the Data Protection Act of 1984, that information is accurate, regularly updated, relevant and secure.

Record of Offenders

British Judo shall keep a confidential record of people who have been disciplined, barred, restricted or warned.

All affiliated organisations, areas and/or clubs shall have the right to have the record checked by written request. Access to the list shall be restricted to designated people (Case Management Team members).

British Judo will refer details of any person who it is considered are unsuitable to work with children to the Protection of Children Act List (DBS)/in Scotland, DBS(S)A List for their consideration as to whether the person's details should be included on the list.

Responsibilities

British Judo will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

Guidance for the Parent or Guardian

A good coach will develop a strong trusting bond with the athletes they are coaching and this is essential in a successful coach-player relationship.

However as a parent you should check that:

- The club/organisation has a published Child Protection Policy, which ensures that the children and participants are protected and kept from harm.
- There are procedures and a Child Welfare Officer in place through which you can voice concerns.
- Coaches and volunteers are carefully recruited and suitably qualified. The coach in charge must have a minimum qualification of Level 2 Coach.
- Have the coaches been screened to ensure suitability to work with children?
- Are there suitable procedures for intimate care needs for children and disabled people? e.g. routines for the use of toilet facilities and supervising.
- Does the club offer regular training to staff and volunteers?
- Are there rules regarding arrangements for travelling to events?
- Are parents discouraged from watching or becoming involved? Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.
- Observe sessions and speak to other parents/carers. Do the children seem happy, equally included and engaged in activities? Do parents have to encourage their children to attend or do they look forward to club sessions?
- Is there introductory information provided for children and parents? Is there a notice board with additional information including child protection information?

Procedures for dealing with positive Disclosure and Barring Service (DBS) and Disclosure Scotland (DS) disclosures and reports received from statutory agencies.

When information is received in the form of a positive disclosure or report/information from a statutory agency or others the following procedures will be implemented.

The Lead Safeguarding Officer will collate initial information to present to the Child Protection Case Management Team. This will include the information received from a statutory agency and judo general information (awards held, length of time in judo, clubs attending, any previous relevant disciplinary action taken by the Association).

The Child Protection Case Management Team will make one of the two following decisions:-

- No further information required – decision process undertaken/decision logged.
- More information required from the subject of the disclosure and/or statutory agencies.

When further information is obtained the Child Protection Case Management Team will decide whether a risk assessment interview with the subject is required. If it is decided that an interview is required two members of the Child Protection Case Management Team will conduct the interview.

When further information has been gathered and interviews have taken place (if required) the Child Protection Case Management Team will decide whether any restrictions or action should be placed on the subject.

A nominated Board Member will review the file and approve or reject any recommendations made by the Child Protection Case Management Team. The nominated Board Member may request further information from the Child Protection Case Management Team prior to making a decision.

Appeals

Appeals must be made in writing to The Chief Executive, The British Judo Association, Suite B – Technology Park, Epinal Way, Loughborough LE11 3GE, within seven days of the decision being advised, giving the basis on which the appeal is made (grounds of appeal).

An appeal fee of £50 must accompany the appeal. This appeal fee will be refunded in the event that the appeal is successful. The Board may in some cases refund all or part of the appeal fee in the event of the appeal being denied under special circumstances. Please note that the Chairman/Vice Chairman of the Association will decide in advance whether or not the appeal is submitted with suitable grounds of appeal, and may dismiss the appeal if the grounds are not sufficient to justify a formal appeal.

Grounds for appeal

- The penalty was too severe for the offence.
- New relevant information is available.
- The correct procedures were not followed.

Executive Approval

A Director nominated by the Board will make the initial review of the file prepared by the Child Protection Case Management Team on behalf of the Board.

The Chairman or Vice Chairman of the Association will hear all appeals. (one person).

In the event of the nominated Board member not being available to review a file the Vice Chair of the Association will make the initial decision and the Chairman would hear any appeal.

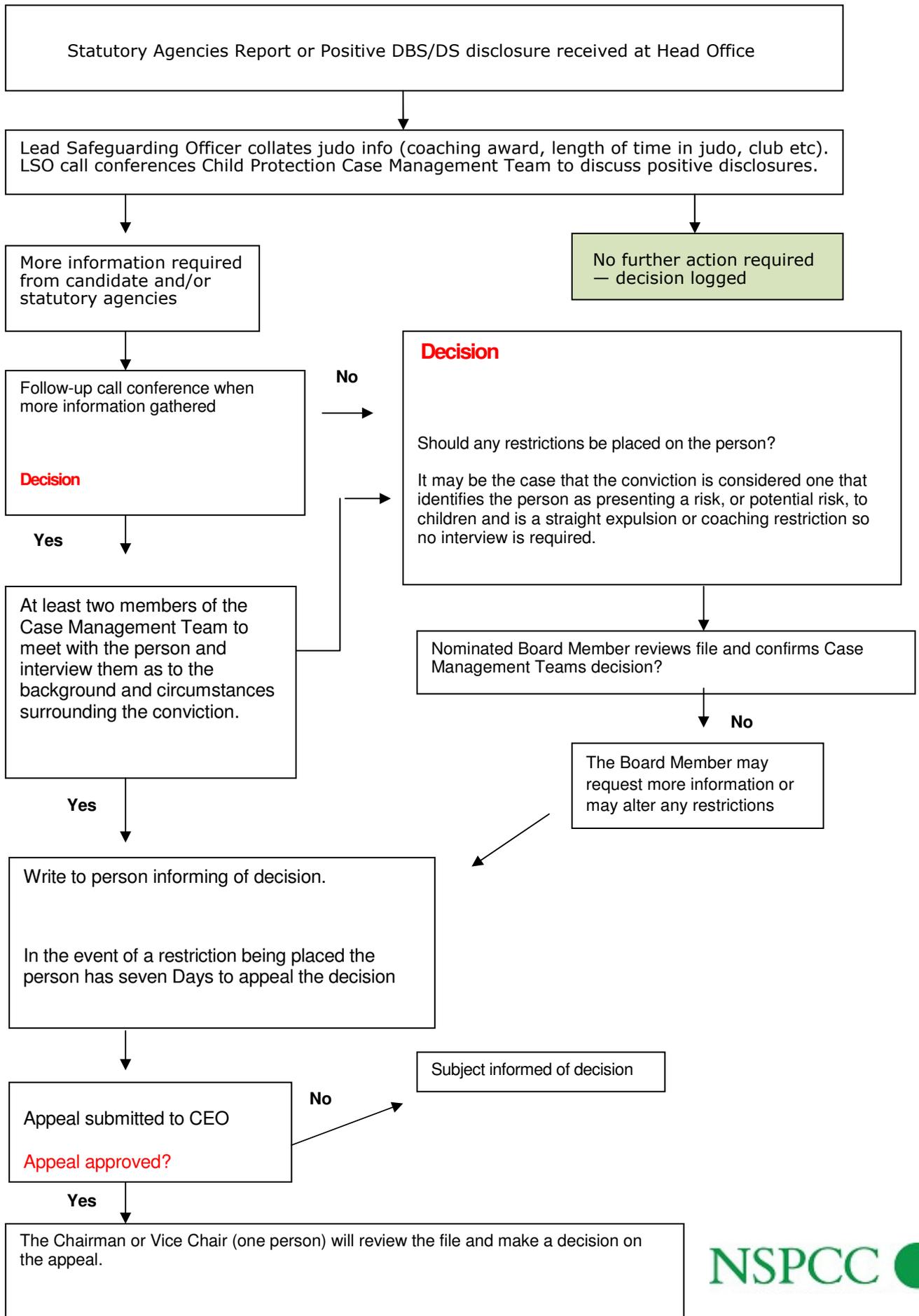
Circumstances under which the BJA may not carry out additional interviews or investigations.

It is reasonable for the BJA to rely on reports from statutory agencies. In these cases the statutory agency's position would be completely independent. Specialist child protection professionals will have carried out the investigation and the subject will have been given the opportunity to answer the allegations, with the aid of legal representation.

If this is the case and the statutory agency has reached clear conclusions the BJA may not carry out its own investigation but will make a risk assessment based on the report and conclusions and/or recommendations of the statutory agency.

The subject may still appeal the decision reached by the BJA using the appeals procedure in this document.

Procedures for dealing with positive Disclosure Certificates and reports received from statutory agencies



Recruitment of volunteers and staff

Like most sports judo wouldn't exist without the many thousands of volunteers, which ensure the smooth running of all sorts of Judo, events and activities. Ensuring that we encourage those individuals that are suitable for the many roles judo has to offer is essential. Remember that a friendly, well-run club is more likely to be successful in encouraging additional volunteers.

However, we must not lose sight of the fact that a person with poor intent may seek the opportunity to work with children in order to gain access to them and opportunities to abuse them. Therefore all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. Sound recruitment and selection procedures will help to screen out those who are not suitable to work in judo, particularly in relation to vulnerable groups.

A thorough selection procedure is one of the most sensible and effective ways of assessing a person's suitability to work with children and may itself act as a deterrent to potential abusers. People are NOT less likely to abuse children because they are part-time, or because they are getting paid, or because they have been giving their service for years, or because they are a friend of a friend. It is essential that the same procedure is used consistently when recruiting and selecting staff or volunteers for paid or unpaid, full-time or part-time posts.

The Disclosure and Barring Service (DBS) provides guidance about who can lawfully be checked through DBS enhanced disclosure. Regulated Positions include:

1. Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age
2. Those whose normal duties include supervising or managing an individual in his work in a regulated position

Those whose roles at club level would clearly meet the criteria for regulated positions (whether paid or unpaid) would be a Head Coach, any coach/volunteer who is delivering activities for children or supervising children and anyone with designated responsibility for safeguarding such as Club Welfare Officers (CWO).

Planning & advertising

- Draw up a role profile or job description, which highlights key responsibilities of the role.
- Decide upon the skills and experience that an individual will need.
- Draw up a person specification.
- Identify the aims of the club.
- Reflect the clubs positive stance on child protection and equal opportunities.
- Use application forms to collect information on each applicant.
- Ensure that more than one official looks at each application form.
- Ask for identification documents to confirm the identity of the applicant, e.g. passport or driving licence.
- Ensure that you state clearly on the application that the post will be subject to an Enhanced Disclosure (carried out by the BJA)/in Scotland, an Enhanced Disclosure Scotland (carried out by JudoScotland).

For examples of the different role descriptions please visit www.britishjudo.org.uk/coaches-and-volunteers-clubmark

Interviewing

- Meet with all applicants prior to any recruitment decisions that are made
- Ensure more than one official is present.

The meeting/interview will enable the club to explore further the information provided in the application form or clarify gaps in information such as in employment history. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.

It is important to elicit information regarding an applicant's technical capabilities and is also necessary to explore their attitudes and commitment to safeguarding. Listed below are examples of questions that could be used to discover this information:

- Tell us about any previous experience you have working with children or young people?
- Give a child related scenario and ask the applicant what they would do e.g. 'it's a winter evening and the training session has finished. A parent has not arrived to pick up their child – what would you do?'

The applicant would be expected to say they would stay with the child and contact the parents to find out where they were

- Is there anything we should know that could affect your suitability to work with children or young people?
- Please give an example of a time when you have worked with children and/young people and had to deal with a distressed child.

References

Request at least two references from individuals who are not related to the applicant.

It is recommended that one reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual has been involved in sport, particularly children's judo, previously.

References should be followed up prior to any offer of appointment being made.

If the references raise any concerns you are advised to contact your judo organisations Lead Safeguarding/Child Protection Officer for advice and guidance.

Seeking a verbal reference is perfectly acceptable; however the information received needs to be recorded.

Prior to appointment clubs may contact the BJA to check whether there is any reason why the person should not be appointed.

Recruitment of volunteers and staff

Appointing staff and volunteers

Clubs should consider all the information they receive via the application form, confirmation of identity, the outcome of the take up of references and the BJA DBS Enhanced Disclosure/in Scotland, JudoScotland DBSS Enhanced Disclosure (PVG) Scotland. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant into their club.

Pre-appointment decisions

- Any qualifications should be verified e.g. requesting photocopies of coaching certificates.
- You are responsible for your clubs compliance with the Safeguarding Vulnerable Groups Act 2006/in Scotland, Protection of Children (Scotland) Act 2003.
- You must be satisfied that all people working with children and vulnerable adults in your club have completed an Enhanced DBS/in Scotland, an Enhanced Disclosure Scotland check and have been through a Independent Safeguarding Authority check. The BJA/JudoScotland will be able to assist you in complying with the Acts, relevant to the country where your club is.

Post appointment decisions

It is important that once the decision to recruit a new volunteer has been taken, before appointment the following action is taken:

- New volunteers are made aware and sign up to the club's child protection policy and procedures, best practice guidelines and codes of conduct.
- Training needs are established and actioned.
- The roles and responsibilities of the new volunteer are signed up to.
- A period of supervision/observation or mentoring is used to support the new volunteer.
- A Sports Coach UK Safeguarding and Protecting Children (SPC) Workshop is completed.

This can be a generic sports coach UK Workshop or the preferably the judo specific Safeguarding and Protecting Children Workshop run by either the BJA/JS/NIJG/WJA.

Please note the BJA will not accept any online child protection courses.

Further information about the BJA's DBS Policy and Procedures please check the DBS page on the BJA website <http://www.britishjudo.org.uk/disclosure-and-barring-service>.

Storage of Information

Clubs must have effective measures in place to ensure the confidentiality and secure storage of information received in relation to applicants. This should include:

- Storage in a locked cabinet
- Access to information strictly limited to authorised persons with relevant roles and responsibilities

Once someone is recruited, the following should be kept as long as they are in post.

- A copy of the application form,
- Proof of ID
- A copy of the references,
- A copy of medical fitness if that has been sought
- A record that an Enhanced Disclosure has been satisfactorily completed, along with the recruitment decision – the actual Enhanced Disclosure should not be kept, but should be returned to the applicant once the recruitment has been made.

The storage of this data is covered under the Data Protection Act 1988. For full details on the act contact the Information Commissioner.

For more information, please see <http://www.ico.org.uk/>

Fit and proper person checklist

It is vital that BJA clubs and BJA's areas recognise the importance of appointing the right type of person to the position of designated person for safeguarding and protecting children.

When appointing a designated person, ensure that you have considered their appropriateness for this role by checking them against the following criteria.

Essential

- Attendance at a Sports Specific Safeguarding and Protecting Children workshop (SPC) and the NSPCC Time to Listen (TTL) Club Welfare Officer Workshop (note: if all other criteria are met the candidate may be appointed on the understanding that they complete the two workshops within three months of taking on the role of designated person).
- A commitment to ensuring children enjoy judo in a positive and safe environment.
- Willing and able to provide relevant references.
- Completion of an Enhanced DBS in an Adult and Child workforce/in Scotland, an Enhanced Disclosure Scotland, check via the BJA/in Scotland, JudoScotland, and acceptance by the BJA/JudoScotland of the outcome.

A history of offending will not automatically prevent someone from working with children. Each case is considered on its merit. Please page 60 for the ex-offenders policy.

Recruitment of volunteers and staff

- Willingness to update skills and knowledge.
- Previous experience of working with children.
- Knowledge of and positive attitude to equal opportunities.
- Commitment to treat all children as individuals and with equal concern.
- Physical health – appropriate to carry out tasks.
- Mental stability, integrity and flexibility.

Desirable

- Knowledge of child protection issues.
- Knowledge of child protection legislation.
- Relevant judo knowledge/understanding.
- A designated person is the person with responsibility for child protection in any given organisation. For example:
 - In the BJA/JS/NIJF/WJA, the designated person at a national level is the Lead Child Protection Officer.
 - In a club the designated person is the Club Welfare Officer
 - In a training camp the designated person may be a Camp/Training Welfare Officer or the Camp Manager.
- If an interested individual does not currently have knowledge of child protection issues and or child protection legislation this can be addressed by a Judo specific 'Safeguarding and Protecting Children' workshop and the 'Time to Listen' workshop specifically for Club Welfare Officers. NB: If any person is considered not to be a 'fit' person to work with children, his/her application should be refused.

The Club Welfare Officer

The British Judo organisations are in the process of encouraging all member clubs to have a Club Welfare Officer. Whilst at present it is not mandatory (except for clubs wishing to achieve Club Mark) the British Judo Association fully intend to review this decision in the near future with a view to setting a date when having a CWO will become mandatory.

The BJA has set a fairly high benchmark for the standard and type of person clubs should look for to act as the CWO and as such the BJA realises this project is not likely to be finalised in a short space of time. See appendix 6 for a CWO job and person specification.

The CWO will be a part of the management committee of each club and their role is to ensure that safeguarding is embedded into the club. The CWO will promote best practice throughout the club and play a key role in dealing with poor practice concerns in line with the club's own disciplinary process. Matters of a more worrying nature will be referred to the BJA Lead Safeguarding Officer or Safeguarding Assistant.

Confidentiality regarding concerns should be maintained on a strictly "need to know" basis.

Each CWO will be expected to:

- Be the children's advocate on the clubs management committee.
- Know who the Lead Officer is for their organisation and how to contact them.
- Refer any club child protection or serious poor practice to the relevant Lead Safeguarding/Child Protection Officer.
- Seek advice from the NSPCC Helpline/in Scotland, Children 1st, if the BJA/JS/NIJF/WJA LCPO is unavailable or in circumstances of child protection urgency.
- Seek advice from local Children's Social Care/in Scotland, Social Services, or the Police in an emergency
- Ensure the club discusses and implements the BJA's Child Protection Policy including all best practice advice on travel, tournaments, use of images etc.
- Ensure the club utilises the BJA's Child Protection and Best Practice Guidelines for recruiting volunteers and always request and follow up references.
- Ensure that all relevant volunteers and coaches at the club have an Enhanced DBS Disclosure carried out by the BJA/in Scotland, an Enhanced Disclosure Scotland, carried out by JudoScotland.
- Promote, support and encourage the benefits of the child protection and best practice education and awareness programme.

BJA Area Child Protection Officers

At present, the BJA does not have Area level Child Protection Officers however it is envisaged that this level of designated person will be recruited to and established over the next few years and made up of a mixture of BJA paid staff and volunteers.

Good practice – getting it right

Every judo club must have a child protection policy. For that policy to be effective members need to understand what it means and how it is integrated into daily judo activities.

A child protection policy is the foundation of a well-run and effective club.

By signing up to the BJA's Child Protection Policy and implementing the key policies and procedures outlined below, best practice will soon become common practice.

Policies check list

- Child protection policy statement
- Selection and recruitment policy
- A whistle blowing policy
- Health and Safety policy see appendix 4

- Equality policy
- Codes of conduct for CWO's, coaches, officials and players see appendix 11

It is proven that codes of conduct written by the children and young people in your club have more impact and meaning for them than one written by adults.

An idea to achieve this might be to alter one of your sessions. Give the children 30 minutes or so to write their code of conduct. They may need your guidance to get them started but essentially it's their policy.

Place a copy of this on your dojo wall on A2 plain paper and get each child to sign their code (and new members on joining).

If your dojo has space a similar idea for parents, officials and coaches would complete the public statement of your commitment to each other at the club.

Procedures check list

- A Club Welfare Officer appointed
- Procedures for reporting concerns about the welfare of a child or young person
- Complaints and disciplinary procedures appendix 8 and appendix 5.
- A system for gathering player and parental consent (see appendix 2)
- An avenue for young people to express their views and have them heard
- Information for parents, carers and players
- A committee representative of the wider local community, one that is inclusive representing current members and potential members (e.g. representing age, gender, disability and ethnicity)
- Travel and overnight stay procedures. (see pages 33 - 37)

Good practice – getting it right

Recruitment and selection process checks are only part of the process to protect children from possible abuse by coaches and administrators.

- Appropriate training should be provided for staff and volunteers so that they are aware of and sensitive to potentially abusive situations.

Volunteer Induction

Inducting all volunteers into the BJA's Child Protection Policies and Procedures is a mammoth task and the BJA has drawn up a strategy for the roll out of this induction process.

The BJA National process of induction:

Delivery method: Short presentation

- All BJA employed staff at national level (paid or unpaid) whose roles do not include direct access to children or decision-making authority over children.
- All ad hoc volunteers that will come into contact with children in a supervised manner (e.g. general stewards for national events or World Cups – this would not include volunteers that had direct supervision of children at national events.)
- All Individuals seeking to qualify as Referees, Competition Officials and Examiners.
- BJA Commission Members
- All new BJA Board Members/in Scotland, all JudoScotland Board Members

Delivery method: Workshop attendance (Safeguarding and Protecting Children)

- All members of staff with significant and/or sustained contact with children or those with decision-making authority over children and policies (e.g. LSO).
- Volunteers at national level where they would have significant and/or sustained access to children (e.g. volunteers to supervise children at specific events, camps training courses etc). It is anticipated that these volunteers would be selected from our existing children's workforce i.e. qualified coaches and CWO's.

In some cases parents have been used in the above role and in that case a short presentation induction would be used.

- All new BJA Board Members/in Scotland, all JudoScotland Board Members
- BJA Chief Executive Officer/in Scotland, the JudoScotland Chief Executive
- All individuals seeking to become qualified coaches
- All individuals seeking to become (appointed) Club/Area Welfare Officers (CWO's and Senior Coach's of clubs will also be required to attend a Time to Listen Workshop).

Club Welfare Officers will induct via information pack:

Club Welfare Officers are asked to use their initiative when looking at their clubs specific circumstances when deciding who needs inducting on the BJA's Child Protection Policies and Procedures however the BJA would offer the following guidance on those that should:

- Volunteer drivers
- Volunteer video and or photography
- On mat helpers – these may be just starting the process of thinking about coach awards but have not yet come to the attention of the BJA and started the formal process of obtaining an award.
- Tuck shop/subs desk volunteer

The BJA would offer the following advice when you consider who needs inducting:

Think from a child's perspective – who in your club would the children see as being "an official". It could be someone whose role is something as simple as taking the register for the coach.

CWO's will be given a basic induction pack and training about how to manage inductions using this resource on their Time to Listen workshop.

This pack will contain the following information to be given to volunteers:

- Basic information about child protection in sport.
- BJA's Child Protection Policy, Procedures and Guidelines (hard copy and/or CD Rom version)
- A CWO registration form
- A CWO job description

BJA Policy on recruitment of ex-offenders

Recruitment of Ex-Offenders Policy

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers, who have a criminal record, to either paid or unpaid position within the organisation. These positions will have regular and/or intensive contact with children, young people and/or vulnerable adults.

The British Judo Association undertakes to treat all applicants for positions within the organisation fairly and not to discriminate against the subject of a disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily prevent an individual from working/volunteering in a child care/vulnerable adult's position within this organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in an applicant not being considered for the position.

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the convictions or conviction information is relevant to the position applied for.

To ensure the correct applicant is appointed and to enable British Judo Association to determine the relevance of any convictions or conviction information to positions applied for, the British Judo Association will use the following recruitment tools below depending on the post applied for:

- Application Form
- References
- Risk Assessment Interview
- Enhanced DBS Disclosure Certificate
- Self disclosure certificate in application form

As part of the British Judo Association recruitment policy we request the appropriate level of Disclosure certificate at the final part of the recruitment stage, when a position has been offered.

Enhanced Disclosures will be mandatory for those applying for positions, which involve a greater degree of contact with children or vulnerable adults. This will involve those regularly caring for, supervising, or being in sole charge of children and young people or vulnerable adults. For the Association this will include Coaches and Club Welfare Officers.

Applications

Where a position requires a Standard or Enhanced disclosure we make this clear on the application form, job advert and any other information provided about the post.

All applicants are required to complete an application form, some positions within the Association will also require an interview and applicants will be required to give details of two referees.

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Appendix 1 – Managing challenging behaviour

Managing Challenging Behaviour Guidelines

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

The guidelines will also include the views and suggestions of children. These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating, or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, eg a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities. Further guidance can be found at CPSU - <https://thecpsu.org.uk/resource-library/2013/managing-challenging-behaviour/>

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants, or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/ young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted.. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way, which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force -ie the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Staff/volunteers should never employ physical interventions that are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the Club Welfare/Child Protection Officer as soon as possible.

Views of the child

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn't directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

It is important that staff and volunteers are made aware of and understand the organisation/club's guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

A policy for managing challenging behaviour

In conclusion, all organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy. It should clearly set out the following:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to 'high risk' behaviours'. This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.
- The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must NEVER be made as a punishment or to get children to comply with instructions.
- The guidance, information or any support and/or training available to staff/volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police.
- What will happen after an incident? Your organisation must have in place arrangements to check on the physical and emotional wellbeing of the child and staff, guidance on recording, who should be informed and a system for recording and monitoring.

This briefing has been developed from "Creating a Safe Environment in Sport, Scottish Governing Bodies Child Protection Guidelines" (sportscotland/ Children 1st)

Appendix 2 - Photography and Publishing Images

Principles

British Judo is committed to providing a safe environment for children and young people under the age of 18.

Essential to this commitment, is to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.

Key Concerns

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on judo web sites and other publications. By adhering to the principles outlined and adopting the practice highlighted in these guidelines, you will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children/young people.
- The use of photographic filming equipment at judo events.
- The use of video equipment as a coaching aid.

And adopt the following key principles:

- The interests and welfare of children taking part in judo are paramount.
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used.
- Parents/carers and children must provide written consent for children's images to be taken and used.
- Images should convey the best principles and aspects of judo, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event.
- All images of children should be securely stored.
- In the case of images used on web sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.

Appendix 2 - Photography and Publishing Images

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and their parents or carers to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- If the player is named, avoid using their photograph.
- If a photograph is used, avoid naming the player. NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child or young person.
- Only use images of players in suitable dress (Tracksuit, full judogi i.e. t-shirt/shorts/skirt, off mat clothing) to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children/and young people taking part in judo. This might include:
 - Boys and girls
 - Ethnic minority communities
 - Children and young people with disabilities

Ensure that images reflect positive aspects of children's involvement in judo (enjoyment/competition etc).

Use of Photographic Filming Equipment at judo Events

British Judo does not want to prevent parents/carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All Clubs and Areas should be vigilant about this possibility. Any concerns during an event should be reported to the Club/Area Welfare Officer or the Tournament Controller.

If you are commissioning a photographer or inviting the press to an event, it is important that they understand your expectations of them in relation to child protection.

You should:

- Inform players and carers that a photographer will be in attendance at an event and ensure they give written consent to both the taking and publication of films or photographs.
- Ensure that a system is introduced to ensure that press photographers are made aware of those children/young people without consent for images to be taken.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Do not allow unsupervised access to players or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a players home.

If carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations:

- Carers and spectators should be asked to register at an event if they wish to use photographic equipment including mobile phones with photographic technology.

- Players and spectators should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the Welfare Officer, event organiser or official, and recorded in the same manner as any other child protection concern.

Professional photographers/ filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.

Students or amateur photographers / film / video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event and how they intend to use any images taken.

All other spectators wishing to use photographic / film / video equipment should register their intent with the promoter of the event.

Accreditation procedure:

A system should be established whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details also recorded. Ideally identification details should be checked with the issuing authority prior to the event.

On registering, organisers of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation. Where regular events occur, the identifying label should be changed to prevent unofficial replication.

BJA has a national video/photographic accreditation scheme, please see the Tournament Handbook available on the BJA

Public Information:

The specific details concerning photographic / video and filming equipment registration should, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event.

These restrictions apply to all competitions and gradings.

The recommended wording is:

In line with the British Judo's Safelandings Policies and Procedures, the organisers of this event request that any person wishing to engage in any video or photography must register their details with staff at the tournament control desk before carrying out any such photography

Registration form - Appendix 2A and 2B

Use of Photographic and Filming Equipment as an aid to Coaching

British Judo acknowledges that videos can be a legitimate coaching aid for coaches and wants to ensure that this training medium can be used to help a child's skill development within the sport. Through this policy, British Judo aims to protect children and vulnerable adults from those people wishing to take photographs and video footage for inappropriate use.

However, if it is to be used make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely. Information about use of videoing and retention and storage of video footage could be included in the consents sought on the registration form.

Appendix 2

- Ensure that the performers and their Parents/carers are aware of the purpose of the filming as a coaching aid. You must obtain consent in writing from parents/legal guardians before filming/photographing a child.

Sample Consent form – Appendix 2A

- Ensure that the Club Welfare Officer and One Other responsible and approved adult is Present to ensure that Performers are protected against inappropriate filming.
- Care should be taken to securely store the video materials to avoid Inappropriate Usage.

Website Images

There have been concerns about the risks posed directly to children and vulnerable adults through the use of photographs on sports websites. Photographs can be used as a means of identifying children when they are accompanied with personal Information, e.g. this is X that attends Y School/Judo Club and likes to Play the Violin. This type of additional Information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse.

Secondly the content of the photo can be used or adapted for inappropriate use and there is evidence of the adapted material finding its way onto child abuse images.

British Judo advocates these guidelines:

- Avoid the use of the first and surname of the individuals in a photograph an easy rule to remember is:
 - If the athlete is named avoid using their photograph.
 - If the photograph is used avoid naming the athlete.
 - Group shots make children less vulnerable.
- Written parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing judo.
- Ask the players permission to use their image. This ensures that they are aware of the way that the image of them is being used to represent judo.

Only use athletes in suitable dress to reduce the risk of inappropriate use.

Appendix 2

Appendix 2A Sample consent form for the use of photographs or video

(Parents and children)

(Club or organisation) recognises the need to ensure the welfare and safety of all young people in sport. In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The (Club or organisation) will follow the guidance for the use of photographs a copy of which is available from the British Judo Association.

The (Club or organisation) will take all steps to ensure these images are used solely for the purposes they are intended.

If you become aware that these images are being used inappropriately you should inform (Club or organisation) immediately.

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

Signed:

Date:

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

Signed:

Date:

Appendix 2A Parental Consent Form

I hereby authorise Representatives of theto act on my behalf, with regards to my/our child, in the event of an emergency and to sign on my/our behalf any consent form as required by medical or legal agencies in my/our absence.

I also consent to my/our child submitting to doping control procedures as required.

In addition to this I acknowledge that, at times, it may be necessary to transport my/our child in vehicles driven by thevolunteers and I give consent for my child to use these travel arrangements on the understanding that the club has following the BJA recruitment of volunteers guidelines contained in the BJA Safe landings/Child Protection Policies & Procedures

If my/our child fails to meet the weight limit for their chosen weight category at an event under the auspices of the, I hereby authorise the (Judo Club) Coaches to move my/our child up to the next weight category if they (the Coaches) deem it is safe and appropriate to do so (and it is permitted by the competition organisers).

I agree that if the Judo Club Coaches deem it is not safe and appropriate for my/our child to be moved up a weight category they will be removed from the event.

Signature of parent(s)/Guardian(s):

Name:

Date:

Name:

Date:

Appendix 2B

British Judo - Single Event Video/Photographic Usage Registration Form

I confirm that the information I have provided is to the best of my knowledge correct. I agree to abide by the British Judo Association guidelines on video/camera usage at judo events.

Applicant signature:

Date:

NOTES

The Tournament Organiser reserves the right to refuse permission to video/photograph at this event.

This form is not required for general photography but must be completed if you intend to use telescopic or zoom lens. Please note that regardless of the equipment used children should not be filmed/photographed outside of contest situations without the express permission of their parent/legal guardian or person acting in loco parentis.

This form does not need to be sent to BJA Head Office; however event organisers should keep these forms, as they will be requested by the BJA in the event of a complaint/query.

Requests to see identification documentation are at the discretion of the Event Organiser. It is recommended that organisers' request sight of press ID cards for press applicants.

For the purpose of these forms a child constitutes a player under the age of 18.

TEAR OR CUT ALONG THIS LINE

VIDEO/CAMERA USAGE CONFIRMATION OF REGISTRATION

..... (name) has registered to film at (event name)

on (event date).

The above named person has registered as a(parent/coach/press/other)

Event organiser signature: Date:

Slip to be produced by applicant on request during this event.

Appendix 3

British Judo Association Child Protection Incident Record Form

CHILD'S DETAILS										
First name:			Surname:							
Date of Birth:			Sex:				M	F		
Parents/Carer's name(s):										
Address:										
Postcode:										
Telephone:										
ETHNIC GROUP - Please choose the category that best describes the Child's ethnic group from the following list and tick the appropriate box										
A1. British		A2. Irish		A3. Any other White background (please write in)						
B1. White and			B2. White and		B3. White and Asian		B4. Any other Mixed background (please write in)			
C1. Indian		C2. Pakistani		C3. Bangladeshi		Any other Asian background (please write in)				
D1. Caribbean		D2. African		D3. Any other Black background (please write in)						
E1. Chinese		E2. Any Other background (please write in)								
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 Child's disability and tick the appropriate box.										
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:	

Appendix 3

External Agencies Contacted

INCIDENT DETAILS			
Date & time of incident			
Are you reporting your own concerns or responding to the concerns raised by someone else?			
Reporting my own concerns	<input type="checkbox"/>	Responding to the concerns raised	<input type="checkbox"/>
		by someone else	
If responding to concerns raised by someone else please provide their name and position within the club			
Name		Telephone	
Please provide details of the incident or concerns you have, including dates, times 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			

Police (please circle)	Y N	If yes, which?	
Name and contact number:		Details of advice received:	
Social SERVICES	Y N	If yes, which	
Name and contact number:		Details of advice received:	
Name and contact number:		Details of advice received:	
LOCAL AUTHORITY	Y N	If yes, which?	
Name and contact number		Details of advice received:	
OTHER (eg. NSPCC)	Y N	If yes, which?	
Name and contact number		Details of advice received:	
Sign			
Print Name			
Date			

Appendix 4

Health & Safety Guidance

The British Judo Association is the recognised National Governing Body for the sport of judo in the United Kingdom. The primary activities of the Association are to manage, promote, control, regulate and develop the sport of judo.

The sport is delivered through coaching and training sessions, gradings, competitions, seminars, meetings, forums and other channels. It is impossible to produce a single Health and Safety policy that can accommodate all of these different localised environments. Therefore, we need everyone to assist in the process.

As the control body we have set numerous minimum standards and guidelines that need to be adhered to when delivering the sport of judo.

The purpose of this guidance sheet is to provide all of the relevant information you will need to draft a venue and event specific Health and Safety policy.

Minimum Standards:

- Minimum Coaching Qualification Levels – <http://www.britishjudo.org.uk/bja-level-1-award>
- Ratio of Supervision – 1 supervisor per 20 students in a club environment and up to 30 students in a school environment.

For the purpose of this document judo performed in a school environment is defined as judo delivered as part of the school's curriculum or in a school approved breakfast, lunchtime or after school club held on the schools premises.

The above is the judo supervision ratios however clubs/coaches also need to remember that there are minimum general supervision ratios, which must also be followed. The NSPCC Child Protection in Sport Unit website has the latest guidelines

<https://thecpsu.org.uk/resource-library/2013/guidelines-on-staffingsupervision-ratios-for-childrenyoung-peoples-activities/>

- Mat Standards – Mats must comply with EN12503-3: 2001. The tatami must be firm under foot and have adequate shock absorbing properties. We recommend 230 kg per cubic metre density for club and competition environments. Mat surfaces must not be torn or tattered and should have a strong base to ensure they do not slide during activities.
- Mat Spacing Standards – depending on the type of activity and intensity for practice or randori there should be adequate spacing to ensure there is a safe area in which to participate. Recommended ratio of mat area per pupil 1:2m²

Policy Documents:

- BJA Coaching Code of Ethics Document – www.britishjudo.org.uk/technical/technical_home.php
- Equality Statement – <http://www.britishjudo.org.uk/equity-policy>
- Tournament Handbook V8

In order to complete a Health and Safety policy a risk assessment must be undertaken for the specific venue and event. A simple risk assessment template can be found at in the Tournament Handbook available on the BJA website.

Once the risk assessment has been completed it should be possible for a localised Health and Safety policy to be developed, utilising the policy documentation and minimum standards as outlined above.

We hope you will find this reference document useful and hope to work closely with you in the future to ensure your dojo provides a safe and pleasant environment within which to enjoy this great sport.

Appendix 5

Club Complaints Procedure

Many clubs will already have in place codes of conduct for players, spectators, coaches and officials. If a club is yet to have implemented codes of conduct this is the starting point – in judo this can be as simple as following the Judo Code. Codes of Conduct can only be effective if there is a disciplinary process to support them. It is essential that the club is fair and consistent. Some clubs may wish to issue their code of conduct to players and parents and have them sign this as part of their joining the club. Initial steps should always be taken to try and resolve issues in appropriate circumstances.

The following options can be considered as possible sanctions for breaches of the codes:

- Verbal warning
- Written warning
- Exclusion from specified number of training sessions
- Exclusion from club trips and/or competitions.

It is recommended that the sanctions are built up or a combination of lighter sanctions issued. Once a decision has been taken it is not easy to reverse the decision. It is much simpler to add an additional sanction or increase the number or period of time being utilised.

Having a complaints process

Being clear about the clubs and judo's philosophy, what the sport and the club can offer to and what is expected from players, parents, coaches and officials will limit potential complaints.

Most complaints can be dealt with by referring individuals to club policies and procedures. However, where there are complaints, which cannot be satisfied via these routes there needs to be a procedure for dealing with these.

The following options can be considered:

- Complaints can be submitted in the first instance to the CWO. Alternatively where the issue relates to a technical aspect the concern can also be submitted to the appropriate coach.
- You could have complaints directed to the club chairman or the club committee. You could request that complaints be placed in writing.
- You should have a route of appeal, which could be your club committee; the outcome of an appeal is final.
- Remember individuals have the right to complain to the BJA Area/in Scotland, to JudoScotland, in Northern Ireland to the Northern Ireland Judo Federation, in Wales the Welsh Judo Association and ultimately the BJA Complaints and Conduct Commission. It should be noted however, that it is a fundamental principle of justice that you are only tried once. A complaint dealt with by the club cannot therefore be later referred to the BJA Complaints Commission, however complaints of a more serious nature should be referred to the BJA Complaints and Conduct commissions in the first instance.

In order to ensure impartiality, JudoScotland, Northern Ireland Judo Federation and Welsh Judo Association may refer serious disciplinary matters to the BJA Complaints and Conduct Commission.

Appendix 6

Club Welfare Officer

All British Judo Association Clubs need to have a Club Welfare Officer (CWO). Everyone in the club should know who the Club Welfare Officer is and how to contact them.

If the club organises an event or competition away from home it is also advisable to nominate a designated person for that activity.

The Club Welfare Officer needs to be well supported by the club and have a formal role on the clubs management committee. It is the whole club's responsibility to ensure children's welfare and everyone has a role to play.

The Club Welfare Officer has a key role in advising the committee on its approach and ensuring that this is monitored and reviewed. Due to the nature of this role all Club Welfare Officers will need to complete an Enhanced DBS/in Scotland, an Enhanced PVG check before the BJA Child Protection Working Party confirms their appointment.

Person specification

- Basic administration – maintaining records.
- Be able to provide basic advice and support provision.
- Having a child focused approach – they need to be perceived as being approachable.
- Good communication skills

It is recommended as good practice that the Club Welfare Officer must not be a coach at the club nor related to or having a relationship with a Coach at the club for which they will serve as CWO.

Knowledge of:

- Basic knowledge of core legislation, government guidance and national framework for child protection.
- Basic knowledge of roles and responsibilities of statutory agencies (Children's Social Care, /in Scotland, Social Services, Police, NSPCC/in Scotland, Children 1st) and Local Safeguarding Children's Boards. Local arrangements for managing child protection and reporting procedures.
- Poor practice and abuse – behavior that is harmful to children.
- Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Welfare Officer role.
- Own club's policy and procedures related to safeguarding children and young people.
- Core values and principles underpinning practice.
- Awareness of equalities issues and child protection.

Recommended knowledge:

- Basic knowledge of how abusers 'target' and 'groom' clubs to abuse children. Best practice and prevention.

Training for all of the above is included in the two courses (SPC and TTL) that the CWO will need to attend.

Training Requirements:

- Sportscoachuk Safeguarding and Protecting Children
- NSPCC A Time to Listen

Please note the BJA does not accept online child protection courses.

How do you get involved?

You will need to complete the following –

- Safeguarding and Protection of Child (SPC) course
- Time to Listen (TTL) course
- Completed a CWO registration application
- Disclosure and Barring service (DBS) check
- Read the Access to Data agreement

For more information please go to the BJA website - <http://www.britishjudo.org.uk/club-welfare-officer>

Please be advised the SPC, TTL and DBS are valid for three years. It is the CWO's duty to keep the requirements up to date failing to do so will invalidate their CWO status.

Job Description

- Assist the club to fulfill its responsibilities to safeguard children and young people at club level. The Club Welfare Officer can expect guidance from the British Judo Association Child Protection Working Party.

The BJA/in Scotland, JudoScotland, working with the BJA, will provide appropriate training and resources for the Club Welfare Officer to fulfill their role.

- Assist the club to implement its child protection plan at club level.
- Be the first point of contact for staff/volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse.

The Club Welfare Officer is responsible for following the British Judo Association's policy and procedures, in particular the reporting procedures.

This means ensuring that the appropriate records are maintained. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.

Consult initially with a statutory child protection agency such as the local Children's Social Care/in Scotland, Social Services, or health board, or the NSPCC/in Scotland, Children 1st, to test out any doubts or uncertainty about the concerns as soon as possible.

- Make a formal referral to a statutory child protection agency e.g. Children's Social Care/in Scotland, Social Services, or the Police without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the Children's Social Care and the police or NSPCC.
- Report the concerns to the British Judo Association Lead Child Protection Officer//in Scotland, JudoScotland's Lead Child Protection Officer.
- Be the first point of contact with the National Lead Child Protection Officer (BJA/JS/NIJF/WJA as appropriate.)
- Maintain contact details for local Children's Social Care//in Scotland, Social Services, Police and how to obtain the Area Child Protection Committee's policy/procedures. Contact details for local/national help lines should also be maintained and publicised within the club.
- Promote the clubs best practice guidance/code of conduct within the club in line with the club's plans. This may involve working with children/young people and parents on developing the club's approach to expect behaviour of everyone at the club or developing an anti-bullying policy for example.
- Promote and ensure adherence to the club's child protection-training plan.

The Club Welfare Officer will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.

- Ensure confidentiality is maintained alongside the club's management committee.
- Promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare. The club should also have an Equity policy.

British Judo Association Volunteer Induction

As a new volunteer in judo, it is recommended that you receive a proper induction. The following process has been identified as a desirable process for new (and existing) volunteers.

- Undergo DBS depending on your role within judo.
- Choice of attending a Judo specific Safeguarding & Protecting Children Workshop or a generic sports coach UK 'Safe Guarding & Protecting Workshop' course or similar child protection awareness for sports people courses. (recommended for all coaches, referees, tournament officials and team managers working with young players. Other volunteers will also benefit from attending and will be actively welcomed to attend.)
- Read a copy of the BJA Child Protection, Policy and Procedures/SafeLandIngs. Your Club Welfare Officer will have a copy or you can obtain one from the Policies and guidelines/child protection area of the website.
- Be aware of any codes of conduct that relate to your position

Thank you for offering your services as a volunteer in judo. Judo values your support and contribution regardless of the number of hours you can commit.

Appendix 7

Judo in Schools

1. Introduction

- This protocol clarifies expectations regarding child protection reporting processes and information sharing between sports National Governing Bodies (NGB), sports clubs, schools and Education services within Local Authority (LA) Children's Social Care/in Scotland, Social Services (formerly Social Services).

2. Values and Principles

- The welfare of children and young people is paramount
- All organisations should be building their services for children around the outcomes identified within the Every Child Matters: Change for Children framework (be healthy; stay safe; enjoy and achieve, make a positive contribution; achieve and enjoy). This protocol specifically relates to the 'stay safe' outcome for children and young people
- Children and young people have the right to participate in sport in a safe, supportive and enjoyable environment
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief or sexual identity, have the right to protection from abuse
- All children's PE and School Sport experiences must be guided by a child focussed approach
- All concerns about poor practice or abuse must be taken seriously and responded to swiftly, consistently and appropriately
- It is the responsibility of every adult involved in the school sport to respond to and report concerns in accordance with this protocol and the child protection procedures of their organisation

Note: Where concerns arise in a context not linked to the school sport or about a coach who is not affiliated to a recognised sport NGB, all staff and PE Teachers must ensure that they understand and follow the school and Local Authority child protection procedures.

- Individuals and organisations involved in the delivery of sporting and PE activities for children and young people are uniquely placed to contribute to safeguarding and promoting their welfare.
- All organisations, clubs and individuals who take responsibility for children in PE and School Sport have a duty to ensure that they are competent and have undertaken appropriate training and education consistent with the guidance provided in Working Together to Safeguard Children to provide safe and rewarding experiences for children
- It is essential to work in partnership with parents/carers, children and young people.
- Listening to children and valuing their right to participate is of primary importance.
- All information sharing will respect the rights of individuals and the principles of confidentiality in accordance with current legislation

Accountability

Guidance for safeguarding and promoting the welfare of children within Education⁵ states that:

"The Governing Body of a school controls the use of the school premises both during and outside school hours, except where a trust deed allows a person other than a governing body to control the use of the premises, or a transfer of control agreement has been made"

and:

"Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply. Where services or activities are provided separately by another body, the (school's) Governing Body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, and there are arrangements to liaise with the school on these matters where appropriate"

On the basis of this guidance it follows that:

- It is the responsibility of the club welfare officer/designated person of any sports club/organisation linking with a school to ensure that they have the name and contact details of the school's designated person/teacher for child protection and the designated Local Authority (LA) Officer responsible for providing advice and monitoring cases.
- It is the responsibility of the school which is contracting /inviting a sports club to undertake sporting activities on their behalf to ensure that the club/organisation meets minimum child protection quality assurance standards (for sports clubs this is Clubmark or an equivalent Sports NGB accreditation). This should cover recruitment and selection, child protection policy and procedures, complaints and disciplinary procedures and management structures.

The school should ensure that:

- They have the names and contact details of the sports club's/organisation's designated person/welfare officer and of the sports NGB Lead Child Protection Officer (or County/Regional Child Protection if this reflects the designated person reporting structure within that sport).
- The name and contact details of the school's designated person/teacher for child protection and the designated LA Officer are provided for the sports club/organisation's designated person/Welfare Officer and made available to coaches or individuals who are providing PE and sporting activities.

4. Concerns about the conduct or practice of any individual involved in the delivery of the sports in schools

All LA's have a policy and procedures for Children's Social Care/in Scotland, Social Services regarding managing allegations against people working in positions of trust in line with government guidance. All LA's and education establishments have child protection policies and procedures that are in line with the overarching Local Safeguarding Children Board (LSCB – formerly Area Child protection Committees) guidelines. In the event of any allegations or concerns relating to possible child abuse or poor practice being raised the designated LA Officer, as the individual responsible for providing advice and monitoring cases of concern arising within an educational setting, must be informed by the designated persons who receive the referral. The reporting processes that are followed will be dictated by the setting in which the incident or concerns arise:

- Concerns/allegations arising within a school or educational setting should be referred to the school's designated person/teacher or the designated LA Officer, who will make a decision about whether the concerns meet the threshold for referral to LA Children's Social Care/in Scotland, Social Services, as soon as possible.
- Concerns/incidents arising within a sports club or non-educational setting should be referred to the Club Welfare Officer or sports NGB Child Protection Lead Officer, who will make a decision in partnership with the designated LA Officer about whether the concerns meet the threshold for referral to LA Children's Social Care/in Scotland, Social Services, as soon as possible.
- If there are immediate concerns for the safety or welfare of a child, a referral should be made directly to the Police or LA Children's Social Care/in Scotland, Social Services in accordance with the government

guidance *What to do if You're Worried a Child is Being Abused* (DoH et al, 2003)¹⁰ and the designated LA Officer should be informed as soon as possible.

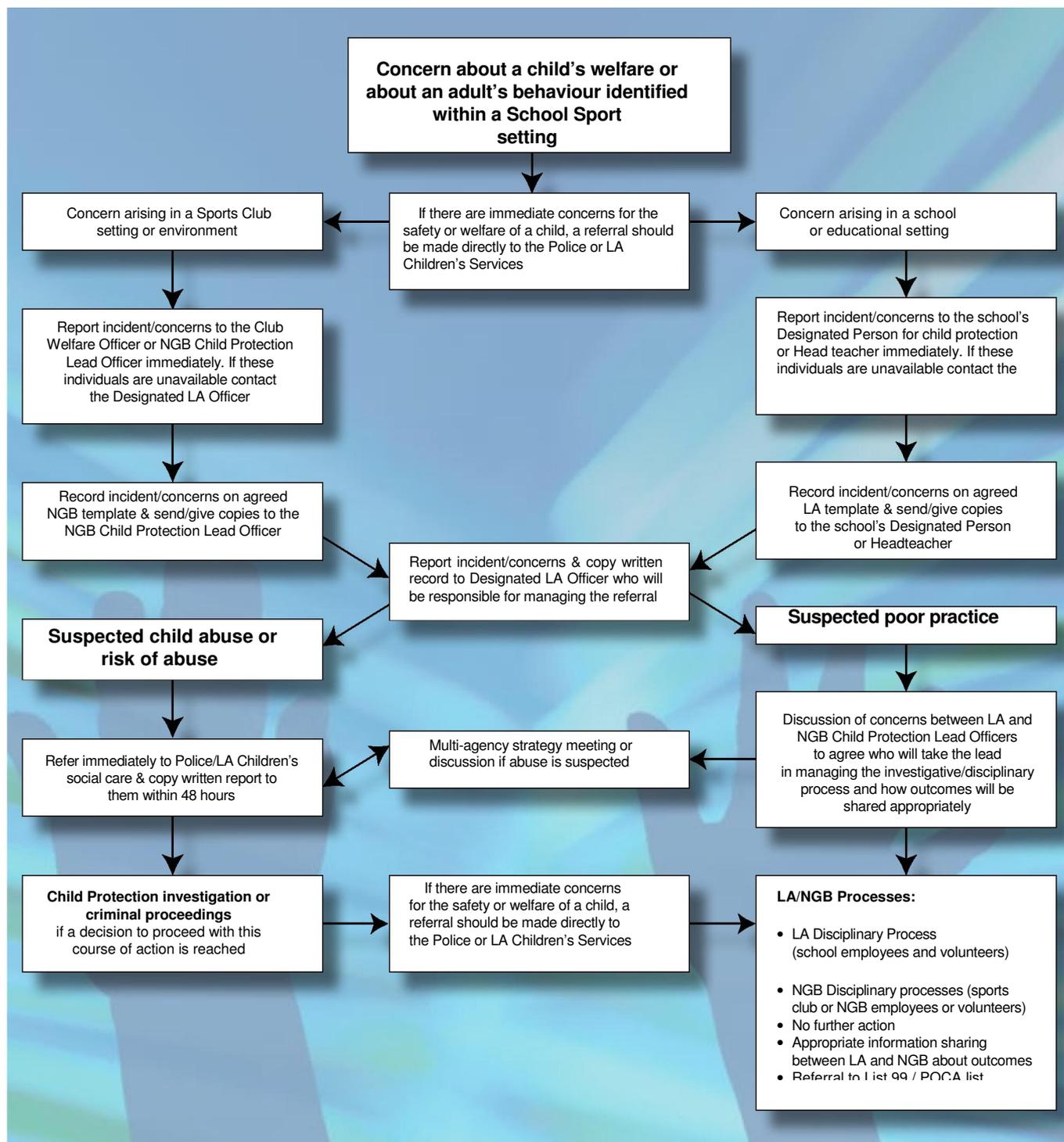
- All referrals should be communicated to the designated LA Officer as soon as possible. This individual will take responsibility for managing the process and ensuring that concerns are discussed and communicated with the NGB Lead Safeguarding/Child Protection Officer appropriately.
- Decisions about the course of action to be taken in response to concerns (whether it should be responded to as potential child abuse or as poor practice) should be made following discussion of the concerns or a meeting between the NGB Lead Child Protection Officer and the designated LA Officer except where there are immediate concerns for the safety or welfare of a child or other children.
- Where the County Sports Partnership (CSP) have played an active role in promoting, supporting or accrediting a coach or sports club within the delivery of the National school sport strategy, the CSP Child Protection Lead Officer should be informed of any concerns and involved in any decision making process about the course of action to be taken in response to these concerns.
- If the Police or LA Children's Social Care/in Scotland, Social Services are going to investigate an allegation, a strategy meeting will be convened which will both plan the child protection investigation and identify the appropriate complaints or disciplinary procedures that will be applied to the individual against whom the allegations have been made. The sports NGB Child Protection Lead Officer (and where appropriate, the CSP Child Protection Lead Officer) should be involved in any child protection strategy meeting.
- The referral should be recorded using an agreed incident/referral form. All parties must also use their own agencies' recording processes.

- Copies of the incident/referral form should be given/sent to the designated LA Officer and LA Children's Social Care/in Scotland, Social Services/the Police if a referral has been made to the statutory agencies¹¹. The form should also be copied to the NGB Child Protection Lead Officer where concerns are about an NGB affiliated club, coach or volunteer. The designated LA officer holds overall responsibility for managing referrals relating to poor practice or suspected abuse.
- The sports NGB Child Protection Lead Officer will be kept informed of any actions following a child protection referral relating to affiliated clubs, coaches or volunteers who are involved in the delivery of National school sport strategy activities.
- Once a decision about whether or not an individual who is subject to allegations should be temporarily suspended, the disciplinary process will then await the outcome of the formal child protection processes before continuing.
- The flowchart on page 85 of this protocol sets out the process to be followed in response to concerns about the conduct or practice of any individual (teacher, coach, employee or volunteer) involved with the delivery of the School Sports
- There are a number of possible processes that may follow a referral:
 - A criminal investigation and proceedings
 - Enquiries and assessment by the LA Children's Social Care/in Scotland, Social Services about whether a child is in need of services or in need of protection
 - LA disciplinary processes where there is a direct employment relationship between the school and the individual
 - Sports NGB disciplinary processes where concerns relate to sports club/NGB staff, coaches or volunteers

The sports NGB, school and LA will need to cooperate in any investigation and decision-making processes:

- Where there are concerns about a person's suitability to continue working with children, referral to the DfES List 99 (for school employees) or the Protection of Children Act (DBS) list must be considered (for sports club/NGB employees or volunteers where there has been a finding through a disciplinary process that an individual should be banned from working in that sport.
- No further action

5. Flowchart for Concerns about the conduct or practice of any individual involved in the delivery of the School Sport



6. Concerns about a child's welfare outside of a National School Sport Strategy environment

Where there are concerns about a child's welfare or if a child discloses that they are suffering abuse or reveals information that gives grounds for concern, it is essential that a referral is made to the organisation's designated person as soon as possible.

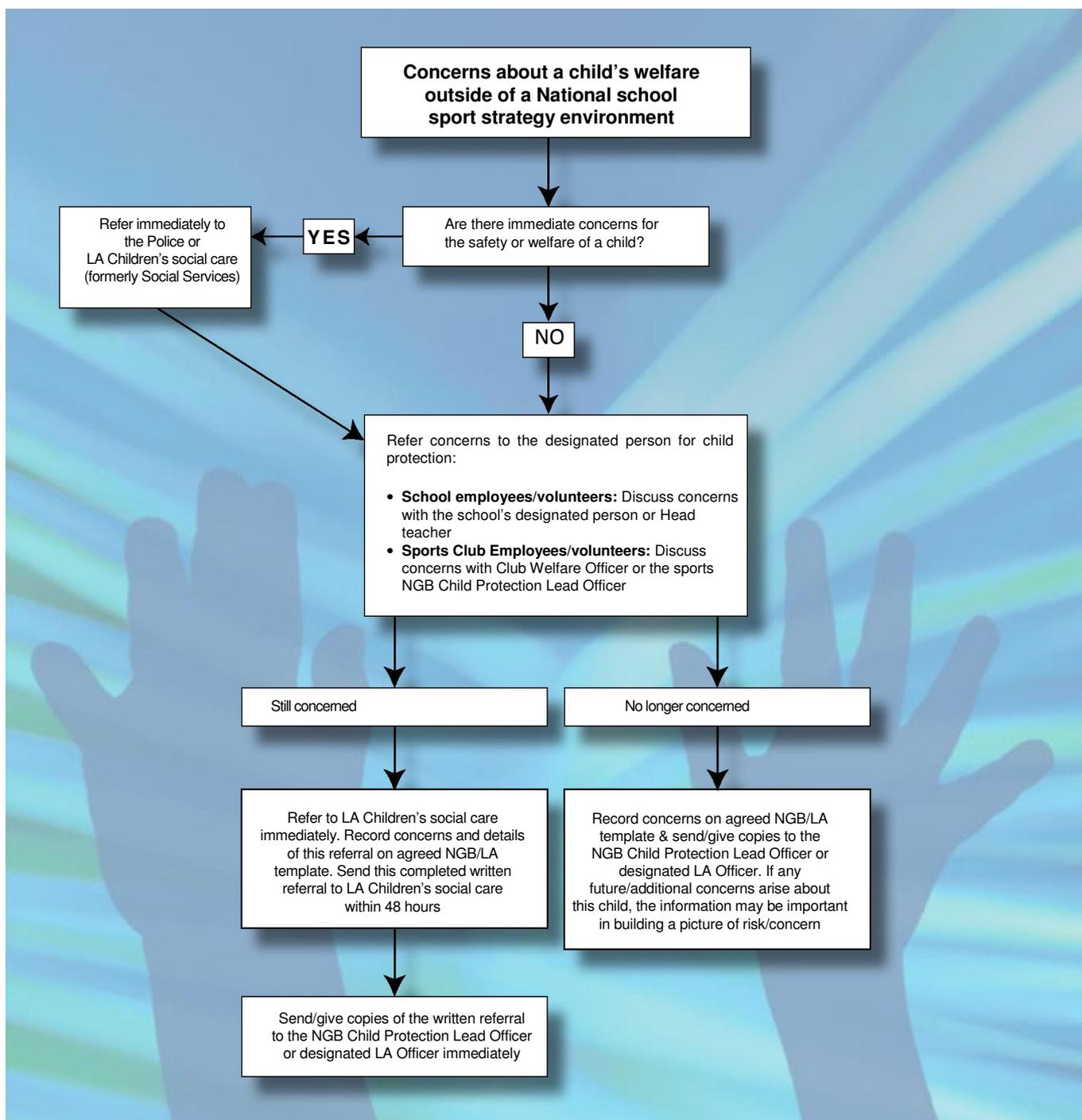
If concerns arise in a sports club setting: Report any child protection concerns to the Club Welfare Officer or sports NGB Child Protection Lead Officer. Follow the sports NGB's child protection procedures.

If concerns arise in a school setting: Report any child protection concerns to the designated person for the school or the designated LA Officer. Follow the school's child protection procedures.

- If there are immediate concerns for the safety or welfare of a child, or if the designated Child Protection Officer for your organisation is not available, the person being told or discovering the abuse should contact their local LA Children's Social Care/in Scotland, Social Services or the Police immediately
- The statutory agencies and the designated Child Protection Officer will decide how to inform the parents/carers and will advise about any action you should take
- The referral should be recorded using an agreed incident/referral form. All parties must also use their own organisation's recording processes
- Copies of the incident/referral form should be given/sent to both the designated Child Protection Lead Officer for your organisation and to LA Children's Social Care/in Scotland, Social Services or the Police if a referral has been made to the statutory agencies. Record details of any referral made (date, time, who the referral was made to) and the advice given to you
- Maintain confidentiality on a need to know basis
- See flowchart on page 87 of this document.

The primary guidance about what action an individual should take to safeguard a child about whom there are concerns is contained within *Working Together to Safeguard Children 2013* and in "*What to do if You're Worried A Child is Being Abused*" (DoH et al, 2006).

7. Flowchart for concerns about a child's welfare outside of a National School Sport Strategy environment



BJA Safeguarding Disciplinary Hearings

1 Appointment of Panel

- 1.1 On notification of the need to hold a disciplinary Hearing, the BJA CEO or their designated deputy, in consultation with the Safeguarding Officer, will appoint a Panel of three persons. These will normally be chosen from the Board of Directors, Council, Executive staff, Conduct and Complaints Panel members and Technical Officers. Normally at least one of the Panel will have a strong judo background. The CEO may also invite one person from another sport and/or a person with a legal background to be Panel members.
- 1.2 In selecting Panel members, the CEO (or designated deputy) will take into account whether parties are known to each other, the complexities of the case and ensuring fairness to both sides but their decision as to membership of the Panel is final.

2 Pre-Hearing Issues

- 2.1 Any person subject to disciplinary proceedings will be entitled to bring a friend or legal representative to the Hearing at their own expense.
- 2.2 The BJA case will normally be presented by the Safeguarding Officer but, in complex cases, they may appoint legal representatives to act on their behalf.
- 2.3 Within 14 days of appointment, the Chair of the Panel will make contact with the person who is subject of the proceedings and/or their legal representative and the BJA Safeguarding Officer (and their legal representative if appointed) and issue directions in relation to procedure and a timetable. This may include, but is not limited to:-
 - 2.3.1 Fixing a date, time and venue for the Hearing:
 - 2.3.2 Establishing a schedule for the exchange of written submissions including the service of the BJA's written and documentary evidence on the defence and service of defence statements on the BJA and order disclosure of any relevant documents by either side.
 - 2.3.3 The manner and form that witnesses or evidence is to be produced, providing that a statement or report is produced in all cases. (It should be noted that the Chair has the power to allow, refuse or limit the evidence or appearance of any witness. (As a general rule, character witnesses will not be called to give evidence in person but their statements will be read and where evidence is agreed by both sides, there will be no need for this to be given as live evidence)
 - 2.3.4 A directions Hearing may be held in person, by phone or video conference or any other method determined by the Panel Chair

3. Hearings

- 3.1 All Hearing will take place in private unless there is good cause (witnesses will normally be allowed to have a parent or friend present).
- 3.2 The procedure for the Hearing will be at the discretion of the Chair providing both sides a reasonable opportunity to present all relevant evidence.

- 3.3 Evidence may be in person, by telephone, video conference or in writing. Panel members and both sides will have the opportunity to question witnesses but the Chair has the right to control the questioning of witnesses by either party.
- 3.4 For the purposes of these Hearings, all persons under the age of 18 years will be considered as a child.
- 3.5 The Chair will determine the manner in which the evidence of children will be admissible having regard to the need for a fair Hearing and to the welfare of the child. The evidence of a child may be given in person, by video link, by telephone, by watching or listening to any video or audio recording of any Achieving Best Evidence (ABE) interview or by reading their statement.
- 3.6 In reaching this decision the Chair will have regard to:-
 - 3.6.1. The child's wishes and willingness to give evidence.
 - 3.6.2. The views of the child's parent or guardian.
 - 3.6.3. The age of the child.
 - 3.6.4. The importance of their evidence.
 - 3.6.5. The quality & reliability of existing other evidence.
 - 3.6.6. The quality & reliability of any Achieving Best Evidence interviews.
 - 3.6.7. The right to challenge evidence.
 - 3.6.8. Any other matter the Panel considers relevant.
- 3.7 The Chair will take all reasonable steps to minimise harm to the child. This may include (but is not limited to):
 - 3.7.1 The need for ground rules to be discussed prior to the Hearing
 - 3.7.2 The use of an intermediary to put any questions in cross-examination
 - 3.7.3 Agreement beforehand on the proper form and limit of questioning and the questioner
 - 3.7.4 The use of any Special Measures such as live video link, screens, the presence of a family member or supporter and appropriate breaks
 - 3.7.5 Admissions of as much of the child's evidence as possible in advance.
- 3.8 Once all parties have completed their evidence and any final submissions, the Panel will retire to determine in private, whether it is satisfied to the required standards, the issues that are before them. The burden of proof will lie upon the BJA and the standard of proof will be the balance of probabilities.
- 3.9 The Panel may make its decision unanimously or by a majority verdict. Panel members may not abstain.

4. Sanction and Risk Management

- 4.1 If the Panel finds the matter(s) before them as proven, they will impose such sanctions and/or risk management measures as seem appropriate and fair in all the circumstances giving due regard to any risk to children that they pose.
- 4.2 Any sanction imposed by the Panel will take effect immediately.
- 4.3 The finding of the Panel and any sanction imposed, will be confirmed in writing.
- 4.4 In appropriate cases, the BJA will fulfil its statutory obligation in reporting the matter to the Disclosure and Barring Service or other appropriate statutory bodies.

5. The Right to Appeal

- 5.1 Any Appeal on the decision of a disciplinary Panel must be made in writing within seven days of the notification of the result of the Hearing. No Appeal will be allowed after this time.
- 5.2 All notifications of Appeal must be accompanied by a £50 administration fee which is refundable in the event of a successful Appeal.
- 5.3 The notification of Appeal must contain the grounds for the Appeal. The only grounds for an Appeal are: That there was a material error, either factual or procedural in the original Hearing
There is material new evidence that, had it been known at the time of the Disciplinary Hearing, it would have affected the decision of the Panel.

An Appeal may also be made solely against the sanction imposed by the Disciplinary Panel. An Appeal that does not meet one of these criteria may be refused by the BJA CEO and will not proceed further.

- 5.4 The Appeal Panel shall comprise of three members selected from the BJA Council and members of the Board of Directors at the discretion of the BJA Chair having regard to whether parties are known to each other and the complexities of the issues. The BJA Chair may also invite a person from another sporting NGB or a legal professional to be one of the three Panel members. The BJA Chair will designate one of the Panel as the Chair of the Panel. The BJA Chair's decision as to membership and Chair of the Panel is final.
- 5.5 The Chief Executive's Office will be responsible for arranging the date and venue of the Appeal Hearing having due regard for the availability of all parties. The date of the Appeal should normally be within six weeks of the notification of Appeal.
- 5.6 A full set of the papers will be provided to Panel members and the appellant no later than 10 days before the Appeal date (unless the Appeal Hearing falls within that time, in which case the papers will be provided as soon as possible). A copy of the grounds for Appeal and any supporting statement will also be provided to Panel members

6 The Appeal Hearing

- 6.1 An Appeal is not a re-Hearing of the original Disciplinary Hearing and whilst it will be necessary for Panel members to review the evidence by reading the statements and any reports, it will not involve the calling of live witnesses unless material new evidence has come to light that was not available to the disciplinary Panel. It should be noted that not every fact or procedure will be material to the Appeal. This will be entirely at the discretion of the Appeal Panel Chair whose decision will be final and absolute.
- 6.2 The appellant may invite a companion or legal representative to accompany them at the Hearing. The BJA Safeguarding Officer will normally attend all Appeals. Any other person attending an Appeal Hearing will be entirely at the discretion of the Panel Chair.
- 6.3 Before calling any person into the Hearing, the Chair will ensure that Panel members have read and understand the case and have a copy of the grounds for Appeal. The Chair will then call in the appellant together with their companion or legal representative and the BJA Safeguarding Officer.
- 6.4 The Chair will then ask the appellant or their legal representative to outline the grounds for their Appeal and provide any verbal or documented support for their Appeal. The Panel may ask the appellant any questions or seek clarification of any of the points raised.

- 6.5 The Panel may then ask the BJA Safeguarding Officer any questions or seek clarification on the information provided by the appellant or from the original investigation or Hearing.
- 6.6 Once the Chair is satisfied that the Panel have sufficient information on which to decide the Appeal, they will retire to consider whether the Appeal is upheld or dismissed. The Appeal Panel also has the power to change any sanction imposed by the original disciplinary Panel.
- 6.7 At the conclusion of the Appeal the Panel shall have the power to:
- Dismiss the Appeal.
 - Alter or vary the original decision.
 - Quash any sanction and/or substitute it for any other penalty or
 - Make any such other order or determination as it may think right or just.
- 6.8 The decision of the Appeal Panel will be communicated to the appellant within seven days of the Hearing.
- 6.9 The Appeal will be final and binding and there lies no other form of Appeal.

The BJA recognise that there will be occasions where concerns have been raised about the suitability of a coach, volunteer or member of staff to work with children but there is insufficient evidence to report the cases for disciplinary proceedings. These cases arise from positive DBS Disclosure Certificate, reports from other statutory agencies or other information.

Appendix 9

Glossary

Adversity	Difficulty or misfortune (<i>Source: Oxford Dictionary</i>).
Agencies	Organisations in the statutory or voluntary sector where staff, paid or unpaid, work with or have access to children and/or families. This includes, but is not exclusive to, social work, health, education and the police.
Child	For the purposes of these guidelines, the words "child" and "children" will be used to refer to all those under the age of 18 years.
Child Abuse	See page 8 for the definition generally recognised in the UK.
Child care position	One of the definitions in Schedule 2 of the Protection of Children (Scotland) Act 2003 that applies to many voluntary sector roles is "a position whose normal duties include caring for, training, supervising or being in sole charge of children".
Child Protection Committee	The key local bodies for developing and implementing child protection strategies across and between agencies.
Child Protection Officer	A paid or voluntary position whose remit generally involves co-ordinating the implementation of Child Protection Policy and procedures within the organisation.
Concern	A suspicion or belief that a child might be in need of help or protection. For the purpose of these guidelines can also include a suspicion or belief that the conduct of an adult or another child is actually or potentially harmful towards another child.
Consent	Permission or agreement.
DBS	Disclosure and Barring Service process criminal record checks for coaches and volunteers. These Checks are valid for three years.
Disclosure	In this context, the act of a child (or adult) making information about abusive or harmful experiences known to others. In many cases the child will have been keeping the information secret.
Disclosure Certificate	A document which details conviction and/or other relevant information held by the police and government departments.
Disability	A person has a disability if he or she has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (<i>Source: Disability Rights Commission Scottish Code of Practice</i>).
Disclosure Scotland	The organisation with responsibility for issuing Disclosure Certificates. See www.disclosurescotland.org.uk
Disqualified from Working with Children List (DWCL)	Created by the Protection of Children (Scotland) Act, this is a list of persons who are considered to be unsuitable to work with children because they have harmed a child or considered to have placed a child at risk of harm and have had their positions terminated, or could have had their positions terminated because of this had they not resigned or left the organisation. Individuals

who are fully listed will be disqualified from working with children and young people under the age of 18 years.

Scottish Ministers maintain the List. The only way to determine if an individual is named on the List is through a Disclosure Scotland check for a child care position.

Exempted Position

Exempted positions are detailed in the Exclusions and Exceptions (Scotland) Order 2003. Individuals appointed to an exempted position can legally be asked to disclose both spent and unspent conviction information. Child care positions are exempted positions.

Fully Listed

In terms of the Protection of Children (Scotland) Act 2003, a person will be 'fully listed' when Scottish Ministers place their name on the Disqualified from Working with Children List and it is considered that they are unsuitable to work with children. Those who have been fully listed by Scottish Ministers will commit a criminal offence if they apply to or work with children.

Grooming

The term given to the process of forming a relationship with a child and significant people in the child's life with the ultimate aim of exploiting the relationships by sexually abusing the child.

Harassment

The act of causing worry or torment to another person.

Harm

Includes but is not restricted to physical harm. Actions or behaviours by others which have a detrimental effect on a child's physical and emotional health and well being. This means that "harm" would not only cover the deliberate infliction of physical or emotional harm but also where harm resulted, or might have resulted, from a degree of carelessness or neglect which amounted to misconduct.

Institutional racism

"The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion", MacPherson Inquiry Report on Stephen Lawrence.

Inter- agency

Where more than one agency is working together.

LADO

Local Authority Designated Officer.

Neglect

Failing to provide for, or to secure for a child the basic needs of food, warmth, clothing, emotional security, physical safety and well being. Also includes exposing a child to risk where it could have been avoided.

Misconduct

Unacceptable or improper behaviour (Source: Oxford Dictionary).

Parents

Those who have parental rights and responsibilities in relation to the child. For the purpose of these guidelines it also covers carers, guardians, co-habitees and others who have the primary responsibility for the care of the child.

Partnership	In this context where more than one person, agency, professional or community are working together towards shared and agreed aims and share responsibility for decisions and actions.
POCSA	Protection of Children (Scotland) Act 2003. See www.hmso.org.uk . This act applies to all organisations who appoint workers and/or volunteers in to child care positions.
Policy	A course or principle of action adopted or proposed by an organisation.
Poor Practice	In this context can be described, as but is not confined to: <ul style="list-style-type: none"> • Behaviour or practices which are contrary to the behaviours or practices set out in the Code of Conduct. • Behaviour which is not in keeping with professional standards or leadership as defined by the sport. • Practices which, if not challenged, result in risks to the safety, development and welfare of children or a group of children. • Behaviour which fails to meet the required standard of performance or conduct where the shortfall is of a minor nature.
Prevention	To stop something from happening/arising.
Professionals	In this context, staff who work directly or indirectly with children and/or families. Can include, but is not exclusive to, police officers, doctors, nursery staff, teachers, social workers, therapists, dentists, youth leaders, leisure and recreational workers, housing staff and staff who work in criminal justice, mental health or drug/alcohol services and the voluntary sector.
Provisionally Listed	<p>Where an individual who is the subject of a referral to Scottish Ministers in terms of the Protection of Children (Scotland) Act 2003 is temporarily named on the Disqualified from Working with Children List, pending a full inquiry in to and consideration of the circumstances of the referral by Scottish Ministers.</p> <p>Provisional listing does not disqualify the individual from working with children and young people in a child care position for the period of time they are provisionally listed. Disclosure Certificates for child care positions will show that the person is provisionally on the List. Both the person who is the subject of the referral and any organisation known to be "employing" that person in a child care position (either as a paid or volunteer worker) will be notified of the provisional listing and the outcome of the decision process. Provisional listing will not normally last longer than 6 months (though there are some circumstances where this time period can be extended).</p>

Racism	Conduct, words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. It can be subtle or overt, intentional or unwitting and occur at different levels: individual, cultural or institutional (<i>Source: Scottish Executive</i>).
Resilience	Ability to cope with adverse circumstances.
Rights	Entitlements enshrined in treaties, legislation or regulation.
Risk	Exposure to harm or hazards.
Risk Assessment	The process of identifying hazards and who might be affected by them and determining what action needs to be taken to reduce and manage the hazard.
SGB	Scottish Governing Body of sport.
Safeguarded	Measures taken to protect or prevent something (<i>Source: Oxford Dictionary</i>).
Sectarianism	A form of religious bigotry which manifests itself in the form of prejudice, discrimination or harassment of an individual or a group of people on the grounds of their religious beliefs (<i>Source: Scottish Executive</i>).
Statutory Responsibilities	A responsibility enshrined in treaty legislation and/or regulation.
Sub Judice	Under judicial consideration and therefore prohibited from public discussion elsewhere.
UNCRC	United Nations Convention on the Rights of the Child (1989). The UK is a signatory to this international document which states the rights of all children under the age of 18. See www.unicef.org/crc/
Welfare	The health, happiness and fortunes of a person or group. Action or procedure designed to promote the basic physical and material well-being of people in need.
Volunteers	Someone offering services in an unpaid capacity for an organisation. For more information on volunteering. See www.vds.org.uk
Vulnerable	Exposed to being attacked or harmed (<i>Source: Oxford Dictionary</i>).

Appendix 10

Scottish Legislation

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. SGBs should obtain advice from a solicitor in relation to specific legal issues.

International Conventions

United Nations Convention on the Rights of the Child (1989) UNCRC

An international agreement which prescribes the rights of all children and young people under the age of 18. The rights in the Convention are generally cover three areas: participation (e.g. a child's right to have a say in decisions which affect them), provision (e.g. provision of services to promote health and education) and protection (e.g. the right to be protected from all forms of abuse, harm and exploitation at all time).

The UK is a signatory to UNCRC and must report to a UN Committee on steps taken to promote and respect these rights. Whilst not legally binding, the Convention is highly influential on decisions made by courts and public authorities about the lives of children.

European Convention on Human Rights (1950)

This convention is legally binding on the UK because its provisions were introduced in to the law of Scotland by the Human Rights Act 1998 and the Scotland Act 1998. The rights prescribed apply to children and adults. The main articles of relevance are: Article 8: right to respect for private and family life, home and correspondence

Article 3: the right not to be tortured or experience inhuman or degrading treatment

Courts and public authorities must act in a manner which is consistent with these rights and can only interfere (in some cases) where there is a legitimate reason to do so. The protection of children is one such reason. For a copy of the Convention see

http://www.hrcr.org/docs/Eur_Convention/euroconv.html

UK and Scottish Legislation

Rehabilitation of Offenders Act 1974

Generally, criminal convictions become spent after a period of time (which depends on the sentence imposed by the court at the time of conviction). As a result of this Act spent convictions, generally, do not have to be disclosed to potential employers.

Data Protection Act 1998

Applies to any information, however obtained and used, which relates to living persons. Covers how such information is to be gathered, stored, processed and protected. All organisations that hold or process personal data must comply.

Protection of Freedoms Act 2012

This act amends the Safeguarding Vulnerable Groups acts 2006 and the Police Act 1997 in respect of Criminal Record Bureau (CRB) checks. It created a new body known as the "Disclosure and Barring Service" (DBS) which also adopted some of the functions of the Independent Safeguarding Authority (see page 43 for more information on DBS checks.)

Working together to Safeguard Children 2013

Governmental stator guidance for adults working with children and families to safeguard children. This version streamlined previous guidance documents to clarify the responsibilities of professionals towards safeguarding children and strengthens the focus away from processes and onto the needs of the child.

Scotland Only

Exclusions and Exceptions (Scotland) Order 2003

There are certain jobs and voluntary positions for which prospective employers need to know about a person's criminal record to decide whether they are suitable for the position e.g. work with children. This Order lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

Police Act 1997

Introduced three levels of disclosure information which are released in the form of Disclosure Certificates from Disclosure Scotland. Also introduced access to criminal records for those who engage or appoint volunteers in positions which bring them in to contact with vulnerable groups.

Age of Legal Capacity (Scotland) Act 1991

Children under 16 do not generally have legal capacity. This act sets out the circumstances in which children are regarded as having legal capacity including the ability to consent to medical treatment.

Appendix 11

Code of Conduct for Referees , Officials and Volunteers

Referees and Officials will be referred to as officials from this point forward.

The purpose of this Code of Conduct is to establish and maintain standards for officials in order to ensure best practice is achieved.

1. Comply with the rules and byelaws of the British Judo Association (BJA) and follow the Judo Code
2. Exercise
 - Self control
 - Responsible behaviour
 - Consideration of others
 - Courtesy
 - Good manners
3. Officiate with complete impartiality, respecting and abiding by the rules and in the true spirit of the Judo Code
4. Comply with the BJA's Child Protection and Equity policies and procedures,

Code of Ethics for Referees , Officials and Volunteers

The purpose of this Code of Ethics is to establish and maintain standards for officials and to inform and protect members of the public using their services.

Ethical standards comprise of values such as integrity, responsibility, competence and confidentiality. In pursuit of these principles, officials subscribe to standards in the following areas:

- Responsibility
- Competence

This Code of Ethics is a framework within which to work. It is a series of guidelines rather than a set of instructions and should be used in conjunction with common sense.

Responsibility

Judo officiating is a deliberately undertaken responsibility and officials are accountable for the observation of the principles embodied in this Code of Ethics.

Humanity

1.1 Officials must respect the rights, dignity and worth of every human being. Specifically, officials must treat everyone equally, within the context of their activity, regardless of sex, ethnic origin, religion, sexual orientation or political persuasion.

It should be understood that children have full rights under all British Judo Association (BJA) Child Protection and Equity policies and procedures.

Integrity

1.2 Officials should refrain from public criticism of fellow officials. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to the Tournament Director, Referee in charge or the BJA.

1.3 Officials must not encourage players to violate the rules of judo and should actively seek to discourage such action. Furthermore, officials should encourage players to embody the spirit of judo.

Abuse of Privilege

1.4 While undertaking officiating duties, officials will come into contact with players of all levels. An official must not attempt to exert undue influence over any performer in order to obtain personal benefit or reward.

Personal Standards

1.5 Officials must consistently display high personal standards and project a favourable image of judo and of officiating.

1.6 Personal appearance is a matter of individual taste but officials have an obligation to project an image of health, cleanliness and functional efficiency. Officials must wear the appropriate uniform when officiating.

1.7 Officials should not drink alcohol so soon before officiating so that the smell will still be on their breath when working with players.

Safety

1.8 All reasonable steps should be taken to establish a safe working environment.

1.9 Officials have a responsibility to ensure the safety of the players with whom they work as far as possible within the limitations of their control.

Competence

2.1 Officials shall only undertake tasks that they have been trained /educated to do, or are performing under the direct supervision of another experienced official.

2.2 Officials should regularly seek ways of increasing their professional development and self-awareness.

2.3 Officials should welcome evaluation of their work by colleagues and be able to account for their actions to players, fellow officials and the BJA.

2.4 Officials have a responsibility to themselves and the players to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and / or to withdraw from officiating, whether temporarily or permanently.

Referees in particular need to be aware that they have a duty of care for the safety of the players on their mat. Referees must ensure that they are physically and mentally competent to carry out this duty of care.

Code of Conduct for Coaches

Responsibilities of a Coach include ensuring the welfare of their players. In order to help Coaches in doing this, the BJA require all new Coaches to understand and abide by the BJA Code of Conduct and Ethics.

1. Comply with the rules and byelaws of the BJA.

2. Exercise
 - i. Self control
 - ii. Responsible Behaviour
 - iii. Consideration of others
 - iv. Courtesy
 - v. Good Manners
3. Understand that the objective of a judo session is to enhance and promote learning and direct all efforts to this purpose.
4. Refrain from permitting the introduction to the body of any banned substance or material, by whichever route, with the object of artificially improving performance before or during competition.
5. Refrain from supplying, encouraging or inducing the introduction to the body of any banned substance or material, by whatever route, with the objective of artificially performing performance before or during competition.
6. Comply with the rules, regulations and procedures relating to doping control.
7. Comply with the laws and regulation currently in force when in Great Britain and abroad.
8. Comply with the BJA's Safeguarding policies and procedures and the Associations policy of equality regardless of gender, age, race, disability or religion.
9. Refrain from any act or omission that would be detrimental to Great Britain, the BJA, the EJU, the IJF or any fellow athlete.

BJA Code of Ethics for Coaches

Even though the standards focus on and describe work functions, they are based on a number of accepted assumptions and values, which underpin good practice in coaching, teaching and instructing. These have been articulated into a Code of Ethics, developed by the British Judo Association and it is incorporated in its entirety into this guide.

The purpose of this Code of Ethics is to establish and maintain standards for Judo coaches and to inform and protect members of the public using their services.

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. Members of the BJA, in assenting to this Code, accept their responsibilities to performers, colleagues, the BJA and to society. In pursuit of these principles, Judo coaches subscribe to standards in the following areas:

1. Issues of Responsibility
2. Issues of Competence

This Code of Ethics is a framework within which to work. It is a series of guidelines rather than a set of instructions, and should be used in conjunction with the BJA's "Coaching licence and guidelines".

1. ISSUES OF RESPONSIBILITY

Judo coaching is a deliberately undertaken responsibility, and Judo coaches are responsible for the observation of the principles embodied in this Code of Ethics.

Humanity

- 1.1 Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equally, within the context of their activity, regardless of sex, age, ethnic origin, religion or political persuasion.

People in this document are referred to as players. It should be understood that we include all parties in this including children who have full rights under all BJA safeguarding and equality policies and procedures.

Relationships

- 1.2 The good Judo coach will be concerned primarily with the well being, health and future of the individual player and only secondarily with the optimisation of performance.
- 1.3 A key element in a coaching relationship is the development of independence. Players must be encouraged to accept responsibility for their own behaviour and performance in training, in competition and their social life.
- 1.4 Judo coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their players. This is particularly important when the coach and player are of opposite sex and/or when the player is a young person. The coach must realise that certain situations or friendly actions could be misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety.
- 1.5 The relationship between Judo coach and player relies heavily on mutual trust and respect. In detail this means that the player should be made aware of the coach's qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance.

Commitment

- 1.6 Judo coaches should clarify in advance with players and/or employers the number of sessions, fees (if any) and method of payment. They should also explore with players and/or employers the expectation of the outcome of coaching.
- 1.7 Judo coaches have a responsibility to declare to their players and/or employers any other current coaching commitments. Judo coaches should also find out if any prospective client is currently receiving guidance from another teacher/coach. If so, that teacher/coach should be contacted to discuss the situation.
- 1.8 Judo coaches who become aware of a conflict between their obligation to their players and their obligation to their Governing Body or other organisation employing them must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

Co-operation

- 1.9 Judo coaches should communicate and co-operate with other sports and allied professions in the best interests of their players. An example of such contact would be the seeking of educational and career advice/counselling for young players whose training impinges upon the performance of their studies.

- 1.10 Judo coaches must communicate and co-operate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical and psychological problems.

Advertising

- 1.11 Advertising by Judo coaches in respect of qualifications and/or services shall be accurate and professionally restrained.
- 1.12 Judo coaches shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

Integrity

- 1.13 Judo coaches should refrain from public criticism of fellow coaches. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to the BJA (or to the appropriate Governing Body).
- 1.14 Judo coaches must not encourage players to violate the rules of their sport and should actively seek to discourage such action. Furthermore, coaches should encourage players to obey the spirit of such rules.
- 1.15 Judo coaches must not compromise their players by advocating measures, which could be deemed to constitute seeking to gain an unfair advantage. Above all, coaches must never advocate the use of prescribed drugs or other banned performance enhancing substances.
- 1.16 Judo coaches must treat opponents and officials with due respect both in victory and defeat and should encourage their players to act in a similar manner.
- 1.17 Judo coaches must accept responsibility for the conduct of their players insofar as they will undertake to discourage inappropriate behaviour.

Confidentiality

- 1.18 Judo coaches inevitably gather a great deal of personal information about players in the course of a working relationship. Coach and player must reach agreement as to what is to be regarded as confidential information, i.e. not divulged to a third party without the express approval of the player.
- 1.19 Confidentiality does not preclude the disclosure of information to persons who can be judged to have a 'right to know', relating to players when relevant to the following:
- a) Evaluation of the player within the sport for competitive selection purposes;
 - b) Recommendations concerning players for professional purposes;
 - c) Pursuit of disciplinary action involving players within the sport and
 - d) Pursuit of disciplinary action by the British Judo Association involving fellow coaches in alleged breaches of this Code of Ethics and Conduct.

Abuse of Privilege

- 1.20 The Judo coach is privileged, on occasion, to have contact with players and to travel and reside with players in the course of coaching and competitive practice. A Coach must not attempt to exert undue influence over the player in order to obtain personal benefit or reward.

Personal Standards

- 1.21 The Judo coach must consistently display high personal standards and project a favourable image of their sport and of coaching - to players, other coaches, officials, spectators, the media and the general public.
- 1.22 Personal appearance is a matter of individual taste but the Judo coach has an obligation to project an image of health, cleanliness and functional efficiency.
- 1.23 The Judo coach should never smoke when coaching.
- 1.24 Coaches should not drink alcohol so soon before coaching that the smell will still be on their breath when working with players.
- 1.25 The wearing of shorts, flip flops and other casual wear is not conducive to the professional appearance of BJA national events that the BJA is working to achieve and therefore a formal dress code is required for coaches coaching matside at national events. The dress code for matside coaching is as follows:
 - Option A: Club tracksuit
Polo shirt (preferably white)
 - Option B: Trousers (dark colour - no jeans)
Collared or polo shirt

Safety

- 1.26 Judo coaches have a responsibility to ensure the safety of the players with whom they work as far as possible within the limited of their control.
- 1.27 All reasonable steps should be taken to establish a safe working environment.
- 1.28 The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport.
- 1.29 The activity being undertaken should be suitable for the age, experience and ability of the players.
- 1.30 The players should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

2. Issues of Competence

- 2.1 Judo coaches shall confine themselves to practice in those fields of sport for which they have been trained and/or educated and which are recognised by the BJA to be valid. Valid areas of expertise are those directly concerned with Judo coaching. Training includes the accumulation of knowledge and skills through both formal coach education courses and by experience at a level of competence acceptable for independent coaching practice.
- 2.2 Judo coaches must be able to recognise and accept when to refer players to other agencies. It is their responsibility, as far as possible, to verify the competence and integrity of the person to whom they refer a player.
- 2.3 Judo coaches should regularly seek ways of increasing their professional development and self-awareness.
- 2.4 Judo coaches should welcome evaluation of their work by colleagues and be able to account to players, employers, Governing Bodies and colleagues for their actions.

- 2.5 Judo coaches have a responsibility to themselves and their players to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or to withdraw from coaching, whether temporarily or permanently.

BJA Code of Conduct for Parents and Guardians

1. Encourage your child to learn the rules and play within them.
2. Discourage unfair play and arguing with officials.
3. Help your child to recognise good performance, not just results.
4. Never force your child to take part in Judo.
5. Set a good example by recognising fair play and applauding the good performances of all.
6. Never punish or belittle a child for losing or making mistakes.
7. Publicly accept officials' judgements.
8. Support your child's involvement and help them to enjoy their Judo.
9. Use correct and proper language at all times.
10. To help the children focus on the coaches' instructions please remain quiet at the start and end of the sessions and discourage your child from approaching you during the session.
11. Discuss with a club official (prior to child's participation) any reasons for not following club rules or etiquette.
12. We all want the children to get the most from their judo session, and although it is tempting to give your input we feel it is confusing for a child to receive technical advice from the parent as well as the coach. A few words of encouragement are fine.

Appendix 12

E-safety Policy

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within your club or organisation. It is important that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

Terms:

- To protect all children and young people attending the sports club/organisation and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst they're within the care of the club/organisation.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure the club/organisation is operating in line with their values and within the law regarding how the organisation uses information technology.

E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or MySpace) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated
 - reporting online concerns about possible abuse
 - reporting other breaches of terms
4. Decide how your sports webpage/profile will be managed within your club/organisation
 - vetting and managing the webpage/profile
 - training for the person/s managing the organisation's online profile
 - involvement from your club's/organisation's designated safeguarding lead person
 - ensure any interactive content is moderated e.g. club social network page/discussion forums.

5. Registration or 'signing up' to your sports club/organisation:

- choose an appropriate email address to register/set up a profile/account
- ensure appropriate security settings are set up

6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.

7. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.

8. Address safety when adding content to your webpage/profile:

- sports contact details
 - promote your sports webpage/profile
 - promote safe and responsible use
- avoid taking personal details of children and young people
- when uploading content – 'think before you post'
- report fake or impostor webpage/profiles.

9. Address safeguarding when promoting the sport, organisation, events and competitions.

10. Promote your sports webpage/profile

- where possible use the club's/organisation's own webpage/profile/email instead of using personal accounts.

..... (Insert name of club/organisation) to review e-safety policy,

procedures and good practice annually:

Protecting Children online

There are a number of online platforms that young people use, many of which will give them pleasure, knowledge and confidence. It is important to realise however that problem can be attached to the use of online platforms some examples of this are :-

- Cyber bullying
- Exposure to inappropriate images
- Emotional abuse
- Harassment

The potential impact can be wide ranging and have significant emotional impact and can affect confidence, self-esteem and performance.

A number of useful guides have been produced which give a greater understanding of how we can protect against some of the online dangers and these include:-

- The videophone parents guide
- Get safe online
- Digizen
- UK Safe internet centre

It is important that parents/guardians discuss the dangers and how to minimise them with their children.

Coaches and Officials

Coaches and Officials should try to have a professional page separate to their personal one on social media and not allow young people to be their 'friends' on personal pages. Privacy settings should be set high if personal messages or tweets from young people are inappropriate. They should be challenged at the earliest opportunity. Only send texts to young people from your business phone. Where possible, copy their parent in and make the message as formal as possible. Avoid using over familiar languages and 'xx'. Wherever possible educate young people on the boundaries between a coach and a young player.

Appendix 13 – Useful contacts

Northern Ireland Contact Numbers:

Contractor Bureau Northern Ireland (out of hours)	02890 668247
EHSSB Belfast	02890 321313
Out of hours number EHSSB	02890 565444
Down / Lisburn H&SST	02892 665181
North and West Belfast H&SST	02890 327156
Ulster Community & Hospitals Trust	02891 816666
South and East Belfast H&SST	02890 565656
NHSSB Ballymena	02825 653333
Out of hours number NHSSB	02894 468833
Home First H&SST	02825 633700
Causeway H&SST	02827 661337
SHSSB Armagh	02837 410041
Out of hours number SHSSB	02838 884444
Craigavon & Banbridge H&SST	02838 831983
Armagh & Dungannon H&SST	02837 522262
Newry & Mourne H&SST	02830 260505
WHSSB Londonderry	02871 860086
Out of hours number WHSSB	02871 345171
Foyle H&SST	02871 266111
Sperrin Lakeland H&SST	02882 835285

Police

The number of your local police station will also be listed in the telephone directory.

Police Service Northern Ireland

Child Abuse Rape Enquiry Unit can be contacted through the PSNI switchboard 02890 650222 and ask for your local C.A.R.E. Unit. The number of your local police station will also be listed in the telephone directory.

NSPCC

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 Asian

Helpline operated by Asian counsellors in:

- **Gujarati (telephone: 0800 096 7714)**
- **Hindi (telephone: 0800 096 7716)**

- **Bengali/Sylehti (telephone: 0800 096 7715)**

- **Punjabi (telephone: 0800 096 7717)**
- **Urdu (telephone: 0800 096 7718)**
- **English (telephone: 0800 096 7719)**

At the time of publication The Asian Helpline is open between 11am and 7pm, so please check the NSPCC website for up to date details.

- **Childline** www.childline.org.uk
Free national telephone helpline for children 24 hrs 0800 1111

- **National Child Protection Helpline** www.infoscotland.com/childprotection Tel 0800 022 3222

- **Both Parents Forever**

39 Cloonmore Avenue

Orpington

BR6 9LE

Tel 01689 854 543

www.ukselfhelp.info/bothparentsforever

Advice to parents, grandparents, children on rights following divorce, separation. Men in domestic violence situations/ false allegations. Help in child abduction cases

- **Kidscape**

Tel 0207 730 3300

www.kidscape.org.uk

An organisation committed to help prevent child bullying

Cymru/Wales Child Protection Helpline

Freephone: 0808 100 2524

[Email: helplinecymru@nspcc.org.uk](mailto:helplinecymru@nspcc.org.uk) in English or Welsh

Textphone: Freephone 0808 100 1033. This is for people with hearing difficulties.

Fax: 01248 361085

- **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.

- **Family Rights Group**

Freephone 0800 731 1696

Monday - Friday 1.30pm-3.30pm

www.frg.org.uk

Advice service and helpline for parents and carers who have children in care or who are in contact with Children's Social Care/in Scotland, Social Services.

- **Local Citizens Advice Bureau**

Contact details of your local CAB are in the phone book or at www.nacab.org.uk.

- **Samaritans**

08457 90 90 90 in the UK and Northern Ireland

1850 60 90 90 in the Republic of 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

www.aftermathuk.org.uk

Support, advice and befriending for families of serious offenders

- **FSU**

207 Old Marylebone Road

London

NW1 5QP

Tel 020 7402 5175/fax 020 7724 1829

www.bca.org.uk

Counseling, welfare, legal advice. Offices in all areas of UK



British Judo Association

Suite B, Loughborough Technology Park, Epinal Way, Loughborough LE11 3GE

Tel: 01509 631670

Fax: 01509 631680

E-mail: safeguarding@britishjudo.org.uk website: www.britishjudo.org.uk



JudoScotland

Judo Scotland

Adventure Centre, Ratho, South Platt Hill, Ratho, Newbridge EH28 8AA

Tel: 0131 333 2981

Email: info@judoscotland.com website www.judoscotland.com/



Welsh Judo Association

72 Underwood Place, Brackla. Bridgend CF31
2LS

Email: welshjudo@hotmail.co.uk website
www.welshjudo.com



Northern Ireland Judo Federation

House of Sport, Upper Malone Road, Belfast,
Northern Ireland BT9 5LA Tel: 02890 383
814 nijudo.sgpc@live.co.uk website
www.nijudo.com/

Useful Contacts and Websites

Child Protection in Sport Service

CHILDREN 1ST
61 Sussex Street,
Glasgow,
G41 1DY
0141 418 5674
www.childprotectioninsport.org.uk

sportscotland

Caledonia House
South Gyle,
Edinburgh
EH12 9DQ
0131 317 7200
www.sportscotland.org.uk

ChildLine Scotland

0800 1111
www.childlinescotland.org.uk

ParentLine Scotland

0808 800 2222

Child Protection in Sport Unit

0116 234 7278
(NSPCC- covers England, Wales and Northern Ireland)
www.thecpsu.org.uk

Scottish Disability Sport

0131 317 1130
www.scottishdisabilitysport.com

Disclosure Scotland

0870 609 6006
www.disclosurescotland.co.uk

Scottish Executive

www.scotland.gov.uk/childprotection

Commissioner for Children and Young People

www.cypcommissioner.org

Volunteer Development Scotland

01786 479 593
www.vds.org.uk