

LANCASHIRE AIKIKAI
CHILD PROTECTION POLICIES
and
PROCEDURES

Approved 7th December 2008 (Form 2 updated contact information June 2009)
(Forms 1 & 5 updated procedurally to match Recruitment / Permissions procedure with a guidance page added for completion of Form 1 and change of CPO - March 2010)

INTRODUCTION

Lancashire Aikikai has adopted these policies and procedures because it believes that all Children and Young People should enjoy aikido in a safe and enjoyable setting.

We recognise that some Children and Young People may come to aikido having experienced bullying, sexual, physical or emotional abuse in another setting. We can play an important part in restoring self esteem and working with other agencies to ensure that the right kind of support is given.

"Abuse" is a powerful and emotive term. There is a tendency to think the worst when we hear it used and this can result in an unhelpful, overly simplistic way of looking at "Child Protection". Not all abuse is sexual, or even physical. The term in fact covers a spectrum of behaviour, all of which is harmful, but varying in degree. It is important, particularly for Teachers, to recognise how fine the line between Poor Practice and Abuse can be, and how, in a changing society, practices that were in the past considered good by some, could now be widely considered abusive. Being mindful of this, teachers will recognise the need to work positively and continually toward "best practice".

We hope that this policy will help all the clubs in Lancashire Aikikai to deliver best practice in the teaching of Children and Young People and be well prepared to:

- Ensure the safety and enjoyment of all Children and Young People in the aikido setting
- Promote and preserve their opportunity within aikido for healthy personal development
- Ensure that the Children and Young People attending aikido who experience abuse of any kind, within or outside the aikido setting, are comfortable and safe enough to disclose abuse and receive protection.
- Ensure any concerns about the welfare of Children and Young People attending aikido are acted upon appropriately and not ignored
- Ensure that the full legal and moral responsibilities that accompany working with Children and Young People are understood and fulfilled by adults working within the aikido setting.
- Ensure that all Children and Young People have the opportunity to develop positive and balanced relationships with adults based on mutual trust
- Ensure that Children and Young People share in decision making about aikido,
- Make aikido fun, enjoyable and promote fair play.
- Ensure that adults working within the aikido setting are not placed in situations where allegations of abuse could be made.

USING THIS DOCUMENT

The Index below shows where to find the policies, procedures and forms.

Each policy shows where to find the procedures that implement the policy.

Every word that starts with a capital letter is defined in the “Definitions” Appendix A page [5]. Definitions are organised alphabetically.

The policies are statements of principle which Lancashire Aikikai have formally adopted at an Annual General Meeting on [December 2008.]

The procedures are the rules for how the policies will be implemented

The policies may not be changed except at an Annual General Meeting.

The procedures may be changed by the Child Protection Officer after consultation with the clubs.

If you find using this document difficult or want clarification on anything to do with working with children and young people, contact the Child Protection Officer:

Wendy Wallace

child-protection@lancashireaikikai.org

0161 449 7474

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POLICY AIMS

The aims of this policy are:

1. To ensure that all people aged under 18 (Children) are able to practice aikido in a safe and enjoyable way regardless of age, gender, religious belief, culture, ability, language, sexual identity and/or racial origin.
2. To give effect to Lancashire Aikikai's moral and legal obligations to ensure that the welfare of the under 18s is paramount
3. To provide for all people under 18 positive relationships with adults which enable and assist an under 18 to disclose and receive protection from abuse.
4. To give effect to Lancashire Aikikai's obligations to the British Aikido Board to protect children and to reduce the risk of insurance claims.

Policy 1:

All members of Lancashire Aikikai will treat Children with Respect and all classes will be safe and secure places for Children to practice

See

Appendix A: Definitions page 5

Appendix B: Qualification and training for class teachers and helpers: procedure page11

Appendix C: Making Classes safe page14

Appendix D Responding to Incidents and Disclosures page16

Appendix G Photography page26

Appendix H Travel and Residential Arrangements page28

Policy 2:

All Teachers and Helpers in classes which include a Child will be appropriately qualified, trained, checked and approved by the Principal of Lancashire Aikikai

See

Appendix B: Qualification and training for class teachers and helpers: page 11

Appendix F: Criminal Record Bureau checks page 23

Policy 3: Lancashire Aikikai will maintain arrangements for the reporting of Abuse of Children and Poor Practice as it affects Children

Appendix D: Responding to Incidents and Disclosures page16

Policy 4: Lancashire Aikikai will maintain arrangements to ensure that all Members of Lancashire Aikikai comply with the policies set out above and follow the Lancashire Aikikai Child Protection Procedures.

See Lancashire Aikikai Constitution for disciplinary sanctions for breach of this policy

See British Aikido Board Child Protection Policy and Constitution for insurance and disciplinary sanctions for breach of child protection policies

Appendix E Child Protection Roles and Responsibilities page 22

APPENDIX A DEFINITIONS

This appendix explains all the key concepts, which appear in the Child Protection Policy and Procedures with a capital letter.

ABUSE

Means all of the following:

Emotional Abuse is

- Persistently failing to show Children due care, love or affection and/or
- Persistently shouting at, threatening or taunting a Child and/or
- Subjecting a Child to sarcasm and unrealistic pressures and/or
- Conveying to Children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person and/or
- Preventing Children from socialising and/or
- Bullying Children to perform to high expectations and/or
- All types of ill treatment of a Child.

In an Aikido setting, emotional abuse may occur when teachers:

- Provide repeated negative feedback
- Repeatedly ignore a young person's efforts to progress
- Repeatedly demand performance levels above those of which the young person is capable
- Repeatedly withdraw emotional warmth, affection, attention or approval as a means of motivating a young person to conform or meet expectations
- Over-emphasise the winning ethic or an ethic of success.

Abuse by Neglect is

- Failing to meet a Child's essential needs for food, warmth and care
- Failing or refusing to provide love and affection is also neglect in circumstances where love and affection ought to be provided.

In an Aikido setting, neglect may occur when:

- Children are left alone or without proper supervision
- Children are exposed to unnecessary heat or cold without fluids or protection
- Children are exposed to an unacceptable risk of injury.

Physical Abuse is

- Deliberately inflicting injuries on a Child (It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force.)
- Knowingly failing to prevent such injuries and/or
- Giving young people alcohol, or inappropriate drugs, or failing to supervise their access to these substances.

In an Aikido setting, physical abuse may occur when:

- Teachers or Helpers expose Children to exercise/training which disregards the capacity of the Child's immature and growing body;
- Teachers or Helpers expose young people to over training or fatigue;
- Teachers or Helpers expose young people to alcohol, or give them the opportunity to drink alcohol below the legal age;
- Teachers or Helpers expose young people to performance enhancing or other inappropriate drugs and recommend that they take them.

Sexual Abuse is

- The use of Children by adults or other children, both male and female, to meet their own sexual needs.

Examples include:

- Forcing a child to take part in sexual activity such as sexual intercourse, masturbation, or oral sex and/or
- Showing children pornographic material and/or
- Making suggestions or implying that sexual favours can help (or refusal hinder) a sporting career.

In an Aikido setting, sexual abuse may occur when the close physical contact of Teachers and the ethic of trust and obedience to Teachers, Helpers or more senior aikidoka provide opportunities for abusers to exploit their position of trust to sexually abuse.

ACCEPTING DIFFERENCE

People come to aikido from many backgrounds. This diversity is source of strength for Lancashire Aikikai. The acceptance of difference will mean that no Child receives less attention, coaching or care because of their race, sexual identity, gender, religious beliefs, age, culture, language or ability.

Accepting difference means that sometimes teachers and class participants have to adapt their practice, for example to enable a person with a disability to participate to the extent of their ability. It means that teachers may have to challenge discriminatory attitudes, for example that girls are less capable than boys because of their gender.

BAB COACHES CODE OF CONDUCT

1. All Aikido coaches must respect the rights, dignity and worth of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
2. All Aikido coaches must place the physical and emotional well being of all young Aikidoka above all other considerations, including the development of performance
3. The relationship that an Aikido coach develops with the Aikidoka with whom they work must be based on mutual trust and respect
4. All Aikido coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young Aikidoka
5. All Aikido coaches must encourage young players to accept responsibility for their own behaviour and performance

6. All Aikido coaches should clarify with the young Aikidoka (and their parents/carers) what is expected of them both on and off the mat and also what they are entitled to expect from the coach ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and Aikidoka is necessary within coaching practice
7. All Aikido coaches must promote the positive aspects of Aikido. Behaviour contrary to the spirit of Aikido or relevant regulations or the use of prohibited techniques or substances must never be condoned.
8. All Aikido coaches should ensure young Aikidoka and relevant people are aware of their qualifications and experience, respecting the rights of Aikidoka to choose to consent or decline to participate
9. All Aikido coaches should refrain from public criticism of other coaches, or officials- the definition of public in this instance means criticism expressed in any branch of the media or in a lecture or seminar.
10. Aikido coaches claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner
11. All Aikido coaches must declare, to the appropriate body, any criminal convictions.

BRITISH AIKIDO BOARD (BAB)

Means the Sport England recognised governing body for Aikido in the UK of which Lancashire Aikikai is a member and by whose constitution, Lancashire Aikikai is obliged to adopt and implement a child protection policy, which is compliant with the BAB Child Protection Policy.

Secretary: Shirley Timms
6, Halkingcroft
Langley
Slough
Berks
SL3 7AT
Tel: 01753 577878

BULLYING

Bullying is deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

There are three main types of bullying:

- Physical, e.g. hitting, kicking, theft;
- Verbal, e.g. racist or homophobic remarks;
- Emotional, e.g. persistent negative feedback.

All of these will include:

- Deliberate hostility and aggression towards a victim;
- A victim who is weaker and less powerful than the bully or bullies;
- An outcome that is always painful and distressing for the individuals.

Bullying behaviour may also include:

- other forms of violence
- sarcasm
- spreading rumours,
- persistent teasing
- tormenting
- ridiculing,
- humiliation;
- racial taunts,
- graffiti
- gestures
- unwanted physical contact or
- abusive, offensive comments of sexual nature.

The nature of Aikido as a self-defence system may attract Children who have experienced bullying in the past and also makes it a potential environment for the bully.

CHILD/CHILDREN

Means every person aged under 18 who is practising aikido in a Lancashire Aikikai club or class

CLUB LEADER

Means the individual who holds the highest grade in a club and where there are two or more people with the same grade, the individual who has held that grade for the longest period of time.

CLUB WELFARE OFFICER

Means the Member who has been chosen by a club to be responsible for ensuring that Child Protection policies and procedures are known and followed. Where a club runs classes specifically aimed at Children, the Club Welfare Officer should not normally be the person primarily responsible for teaching the Children's class.

CHILD PROTECTION OFFICER

Means

The person who for the time being has been appointed as Lancashire Aikikai Child Protection Officer by an Annual General Meeting of Lancashire Aikikai

As from December 2008

Wendy Wallace –

Tel 0161 449 7474

Email : child-protection@lancashireaikikai.org

CRIMINAL RECORDS BUREAU CHECK

For full details see Appendix F page 18. This is a check administered by the British Aikido Board to see whether a person has any criminal convictions that would make them unfit to teach children. It will also reveal whether a person is suspected of or known to be involved in the Abuse of Children even if they have not been convicted.

DISCLOSURE

Occurs when a Child informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them and the behaviour described is Abuse or Bullying. A Disclosure includes information about Abuse or Bullying outside the aikido context.

HELPER

Means a person who is either:

- A Member participating in a Children's class for the purpose of helping the Children to learn aikido OR
- A Member observing a Children's class to ensure that the Teacher is not the only adult present
- Any person carrying out any supporting role for any class which enables the Helper to build a relationship of trust with any Child (e.g. transporting Children on behalf of Lancashire Aikikai),

INCIDENT

Means

- The injury of a Child at any time while attending the dojo
- A Child becomes distressed (e.g. crying or loss of temper) or sexually aroused at any time while attending the dojo
- A Child misunderstands or misinterprets the actions of an adult at any time while attending the dojo

MEMBER

Means a person who has paid their annual membership to Lancashire Aikikai

POOR PRACTICE

Means any behaviour that contravenes the BAB Coaches' Code of Conduct, infringes an individuals' rights and/or is a failure to fulfil the highest standards of care

PRINCIPAL OF LANCASHIRE AIKIKAI

Means

Bob Spence

Tel: 01942 795950

email: principal@lancashireaikikai.org

RESPECT

Treating people with respect means:

- Accepting Difference
- Avoiding Abuse
- Avoiding Poor Practice
- Avoiding Bullying

TEACHER

Means the person leading an aikido class

YOUNG PERSON

Means every person aged under 18 who is practising aikido in a Lancashire Aikikai club or class

APPENDIX B QUALIFICATION AND TRAINING FOR CLASS TEACHERS AND HELPERS: PROCEDURE

TEACHERS ONLY

B1. BEFORE TEACHING FOR THE FIRST TIME

B1.1 Before applying for permission to teach Children, every Member must:

- a) Give written consent to the Lancashire Aikikai Child Protection Officer for the disclosure of all information supplied to the BAB as a result of a CRB check or related to an Incident. (Form 3 page 26)
- b) Complete an application for a CRB check and
- c) Provide identification evidence to the Lancashire Aikikai Child Protection Officer or any Child Welfare Officer nominated by the Lancashire Aikikai Child Protection Officer
- d) When the results of the CRB check arrive, send it (with Form 4) to the Child Protection Officer

B1.2 Before they are allowed to teach a class including any Child, all Members are required to apply for permission to teach Children by supplying the Principal of Lancashire Aikikai with an application form (Form 1 page 23) which includes the following:

- a) Written confirmation from their Club Leader of current membership of Lancashire Aikikai
- b) Written confirmation from their Club Leader of current BAB insurance
- c) Written confirmation from their Club Leader that the Member holds a certificate of achievement of Dan grade (Lancashire Aikikai or other BAB member organisation)
- d) Written confirmation from their Club Leader that the Member holds a certificate of completion of Coaching Award Level 1 or higher (BAB approved)
- e) Written confirmation from their Club Leader that they hold a certificate of satisfactory completion of First Aid Course (Lancashire Aikikai and BAB approved)
- f) Written confirmation from the Lancashire Aikikai Child Protection Officer that a Criminal Records Bureau check has been completed without a recommendation from the BAB Case Management Group no less than three months before the Member intends to start teaching.
- g) Written confirmation from the Lancashire Aikikai Child Protection Officer that the BAB have no objection to the Member teaching Children
- h) A signed agreement to comply with the requirements of the Lancashire Aikikai Child Protection policy and to follow these procedures (Form 1 page 23)

Where the applicant is a Club Leader, s/he must supply documentary evidence of items a, b, c, d and e above.

B1.3 The Principal of Lancashire Aikikai will provide to every teacher who complies with the above, written confirmation that the Member is permitted to teach Children. The permission will state how long it lasts before renewal is needed, but will normally last 3 years and 3 months (Form 4 page 27).

B1.4 No Member is allowed to teach a class including Children without written permission from the Principal of Lancashire Aikikai

B2. RENEWAL

B2.1 Before any Member is allowed to continue teaching after the date on their current permission, they are required to apply for renewed permission to teach (Form 1 page 23) Members are advised to apply for renewed permission at least three months before their current permission expires.

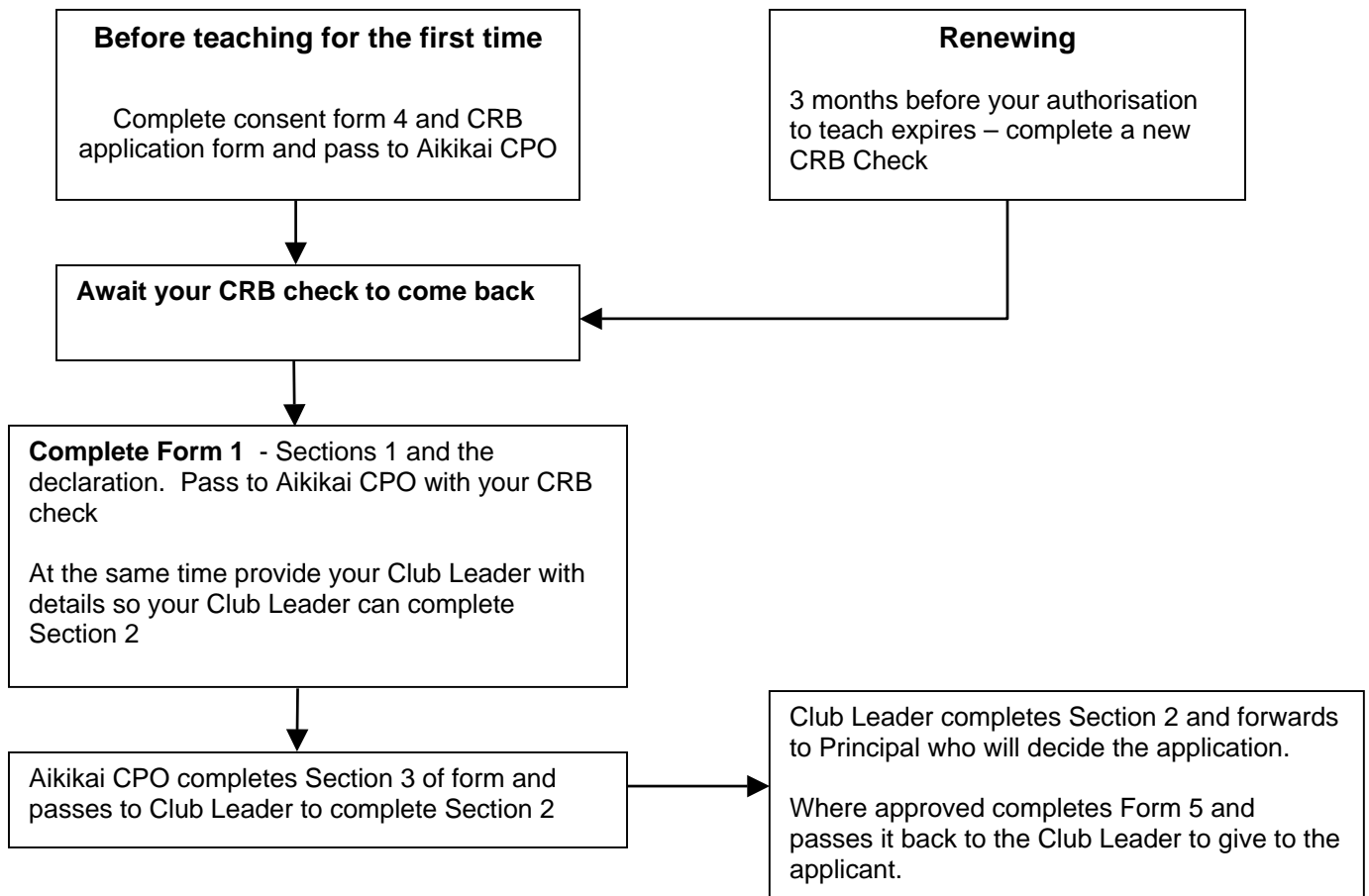
HELPERS ONLY

B3. BEFORE HELPING TO TEACH CHILDREN

B3.1 Before they are allowed to go on the mat to help teach aikido or attend to observe and help when requested, all Helpers at classes including Children are required to provide to the Club Leader written agreement that the Helper will follow the Policies and Procedures in this document. (Form 8 page 32)

B3.2 Helpers must complete a CRB check without a recommendation from the BAB Case Management Group.

FLOWCHART B1 & B2



APPENDIX C
MAKING CLASSES SAFE

C1. The following rules apply to every Member of Lancashire Aikikai:

- a) You will treat every Child with Respect at all times.
- b) You will ensure that every physical contact with a Child is unambiguously non sexual
- c) You will only practice aikido with a Child in a class and when observed by at least one other adult Member
- d) You will not push a Child to practice in a way that threatens their well being
- e) You will not use pain compliance or against the joint techniques that threaten the well being or development of a Child
- f) You will not photograph or record images of a Child except in accordance with the Photography Procedure (Appendix G page 21)
- g) You will not get changed in the presence of a Child under16 except in accordance with arrangements made under the Travel and Residential Arrangements Procedure (Appendix H page 22)
- h) You will be an excellent role model for Children. You will not smoke, take drugs or drink alcohol in the company of any Child under 16. You will never advocate or promote a lifestyle that involves smoking, drinking to excess, taking drugs or criminal activity (e.g. the use of unwarranted physical violence).
- i) You will immediately report to the teacher of the class and make a written record of any Incident where you injure a Child or where a Child seems distressed or sexually aroused or misunderstands or misinterprets something you have done.
- j) You will not use your membership of Lancashire Aikikai to enable you to engage in intimate or sexual relationships with any Child.
- k) If a Child tells you about Abuse or Bullying whether associated with aikido or not, you will seek advice as soon as practicable from the local Social Services Department or the Police and follow the procedure at Appendix D: Responding to Incidents and Disclosures (page 13)
- l) If you are concerned about Poor Practice in relation to a Child you will report your concerns to the Lancashire Aikikai Child Protection Officer and agree what to do next.

C2. The following rules apply to Teacher of classes including people under 18:

- a) At the beginning of the first time a Child practises aikido in your club, you will provide each Child aged 16 and over and their parent or carer with the information sheet "How to get help" (Form 2 page 24) with the local contact details completed. You will provide Children under 16 with the local Police and Social Services contact details and telephone numbers for the Child Protection Officer, Child Welfare Officer and national helpline details,

explaining that the numbers are for use if the Child is worried about any aspect of aikido and doesn't feel they can discuss it with you. (Form 5 page 28)

- b) You will ensure that you complete an Additional Information for under 18s form (Form 6 page 29) for every Child before they practice aikido and that you keep the information up to date for so long as the Child is regularly practising aikido in your club. You will keep the information confidential except in so far as it is necessary to ensure that every other Teacher in your club has immediate access to the information at class times in case of emergency
- c) You will ensure, so far as is practicable, that no person present at a class takes photographic images of any Child except in accordance with the Photography Procedure (Appendix G page 21)
- d) You will ensure that every Member of your club that has regular contact with Children practising aikido is familiar with Appendix D: Responding to Incidents and Disclosures (page 13) and has access to the telephone number of your local social services department emergency contact number and the telephone number of the local police.
- e) You will ensure that every Incident (where a Child is distressed or injured), (see Responding to Incidents and Disclosures Appendix D page 13) is recorded and that the parent or carer of the Child is made aware of the Incident unless the Incident is a report of abuse by the parent or carer and a police officer or social worker has, in their professional capacity, advised you not to.
- f) You will supervise class participants and Helpers to ensure that the rules set out at C1above are followed.
- g) You will encourage Children to express their views and feelings. You will ensure that it is ok for a Child to say "no" to anything that they are not comfortable with.
- h) You will ensure that there is always at least one other adult present at each class where there are Children.
- i) You will ensure that at least two adults are present with Children until they have either left the class or been collected by their parent or carer.
- j) You must not allow a Child under 14 to leave class unaccompanied unless you have a written consent from their parent or carer.
- k) You must not take Children under 16 in your car alone unless in emergency.
- l) You must not spend time alone with Children who you have met through membership of Lancashire Aikikai.

APPENDIX D RESPONDING TO INCIDENTS AND DISCLOSURES

D1 This procedure includes a requirement to record every:

- Incident when a child is distressed or injured in class (in writing to be kept in the Club records)
- Disclosure by a child of Abuse or Bullying wherever it has occurred (Using the BAB Incident Report Form (Form 7 page 30))

BACKGROUND

D2 This appendix sets out how every Member should respond:

- To Incidents when Children are distressed or injured in class OR
- When a Child Discloses Abuse or Bullying wherever it has occurred

D3 It is vital that every Incident and every Disclosure triggers an immediate response.

D4 Incident means

- The injury of a Child at any time while attending the dojo
- A Child becomes distressed (e.g. crying or loss of temper) or sexually aroused at any time while attending the dojo
- A Child misunderstands or misinterprets the actions of an adult at any time while attending the dojo

D5 A Disclosure occurs when a young person informs a Member directly that he/she, or another young person, is concerned about someone's behaviour towards them and the behaviour described is Abuse or Bullying. A Disclosure includes information about Abuse or Bullying outside the aikido context.

D6 It is not always easy to differentiate Poor Practice from Abuse, intentional or unintentional. It is not the responsibility of Members to determine whether or not Abuse is taking place. It is, however, their responsibility to identify Poor Practice (see BAB Coaches Code of Practice page 5) and possible Abuse and to act if they have a concern about the welfare of a Child.

D7 If a Member encounters instances or allegations of sexual or physical Abuse the experience can generate strong emotions. It is important to understand these feelings and not allow them to interfere with our judgement about any action to take. In such a situation it is crucial to follow the procedures in this appendix.

RECOGNISING SIGNS OF ABUSE

D8 Indications that a Child may be being Abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else (a young person or adult) expresses concern about the welfare of another young person
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)

- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other young people
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of the indicators is not proof that Abuse is actually taking place. A good working relationship with parents will help to identify any difficulties that a Child may be experiencing, e.g. family bereavement.

RESPONDING TO A DISCLOSURE

D9 If a Child informs a Member directly that he/she, or another young person, is concerned about someone's behaviour towards them the person receiving information should:

- React calmly so as not to frighten or deter the young person
- Tell the young person he/she is not to blame and that he/she was right to tell
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language
- Keep any questions to the absolute minimum needed to ensure a clear and accurate understanding of what has been said
- Reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111

D10 The Member receiving the disclosure should not:

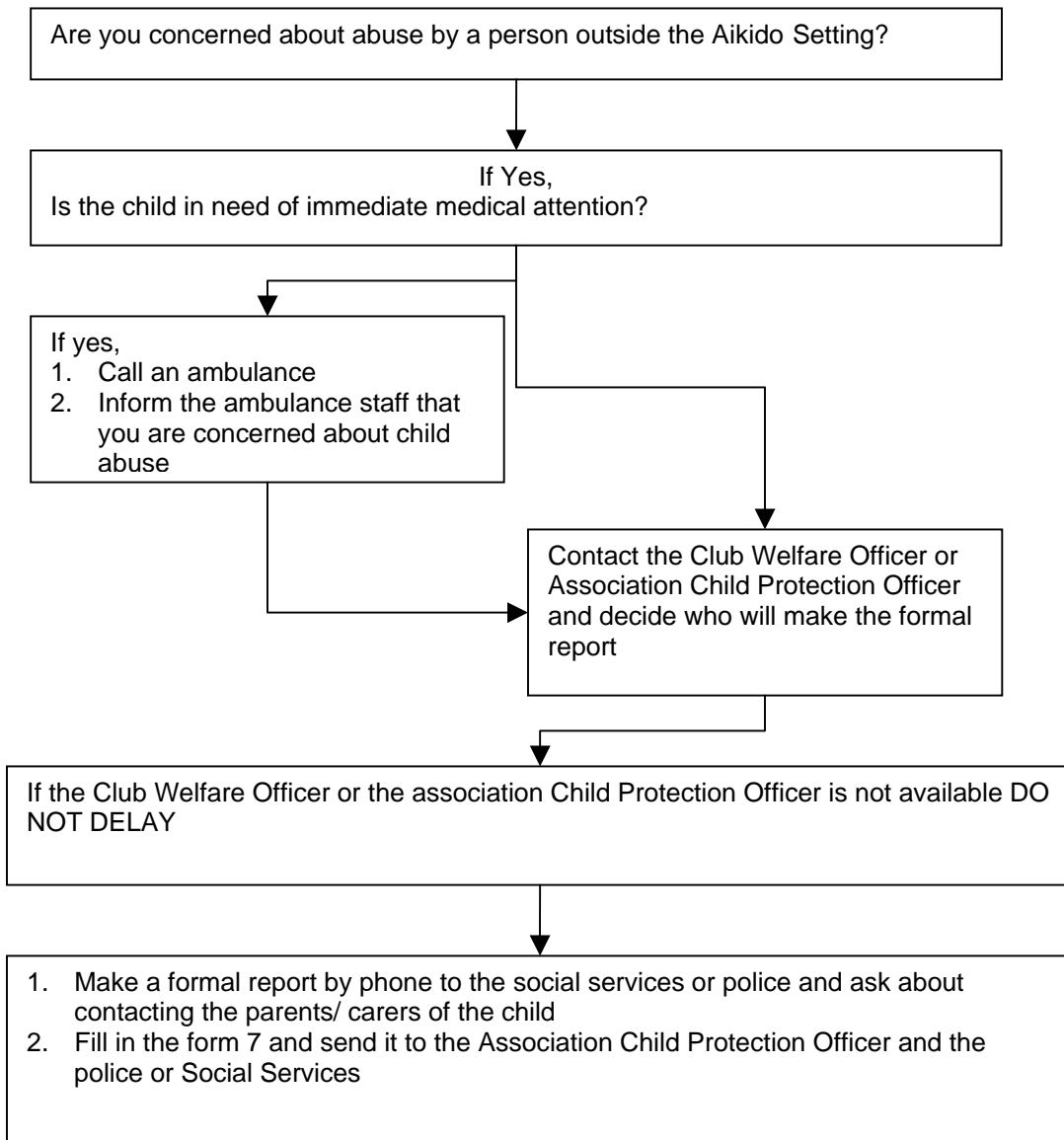
- Panic
- Allow their shock or distaste to show
- Ask questions other than to clarify that they have enough information to act
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets.

RESPONDING TO AN INCIDENT

D12 When a Child is injured, becomes distressed or misunderstands the actions of an adult in the dojo but you have no concerns about Abuse or Bullying, complete an Incident Report Form 7 page 30 and send it to the Club Welfare Officer who will agree with you what action if any should be taken.

D10 If the Disclosure is about Abuse outside the aikido setting, follow the procedure set out below (if not see D11):

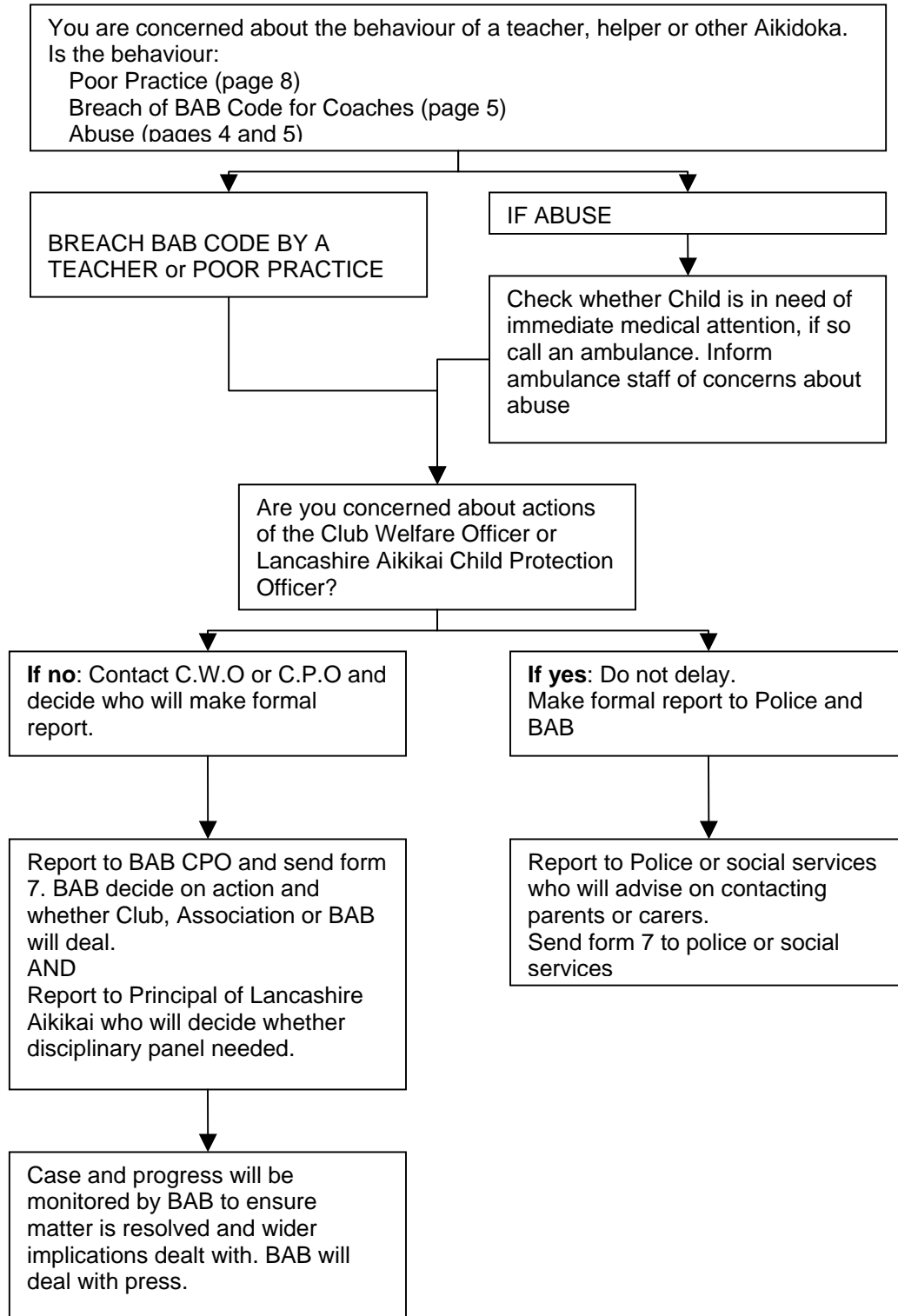
**REACT IMMEDIATELY
DO NOT PROMISE CONFIDENTIALITY**



D11 If the Disclosure is about:

- Abuse within the Aikido environment **OR**
- through your own observations **OR**
- through a third party you become aware of possible Abuse or Poor Practice within the Aikido environment,

you must **REACT IMMEDIATELY** DO NOT PROMISE CONFIDENTIALITY TO THE CHILD and follow the procedure set out below:



APPENDIX E

CHILD PROTECTION ROLES AND RESPONSIBILITIES

E1 The BAB Child Protection Policy requires Lancashire Aikikai to have a Child Protection Officer. The Child Protection Officer must have a formal role in the organisation's management structure. The main role of the Child Protection Officer is to ensure that Lancashire Aikikai complies with the BAB Child Protection Policy to promote Child Protection within Lancashire Aikikai and to act as a main point of contact for BAB. A detailed job description is set out in the BAB Child Protection Policy.

E2 Each club must appoint a Club Welfare Officer to act as the first point of contact for Child Protection issues. A detailed job description is set out in the BAB Child Protection Policy.

E3 The Child Protection Officer and all Club Welfare Officers must undergo a CRB check before taking up their duties.

E4 Only the Lancashire Aikikai Child Protection Officer may submit Criminal Record Bureau applications on behalf of Lancashire Aikikai

APPENDIX F

CRIMINAL RECORD BUREAU CHECKS AND DISCIPLINARY ACTION

F1 This appendix describes the roles and responsibilities of Lancashire Aikikai, the British Aikido Board and individuals applying for a CRB check.

F2 The Criminal Records Bureau is an Executive Agency of the Home Office set-up to help organisations make safer “recruitment” decisions. A decision to allow someone to teach or help teach aikido is a recruitment decision.

F3 The CRB provides information from UK police records about convictions for, cautions for and suspected involvement in the abuse of children and vulnerable adults. It is important to note that convictions outside the UK will not show up on a CRB check. The fact that an individual is an active paedophile or regularly violent towards Children will not show up on a CRB check unless they have been investigated by the police. Not all child abuse in the UK is reported. A CRB check is not a substitute for an awareness of Abuse and vigilance about behaviour towards Children.

F4 The British Aikido Board obtains insurance for all teachers of aikido. It may refuse to insure any person who it believes is not suitable to teach children.

F5 The British Aikido Board is also an umbrella organisation for the purposes of CRB checks. This means that it is BAB which receives the information from the CRB. BAB tells Lancashire Aikikai when it believes that a person is not suitable to teach or help with teaching aikido. The absence of a BAB warning about an individual does not automatically mean that the person is suitable to teach children.

F6 The British Aikido Board has a Child Protection Policy which requires its member organisations, including Lancashire Aikikai, to obtain CRB checks for every person who supervises Children. It may also discipline Lancashire Aikikai or its Members if there is a breach of the BAB Child Protection Policy.

F6 Lancashire Aikikai asks all its teachers and helpers to consent to the disclosure of the results of a CRB check to Lancashire Aikikai so that if there is doubt about the fitness to teach of any individual, Lancashire Aikikai can make its own decisions.

APPLYING FOR A CRB CHECK

F7 An individual asks the CRB to check their records by completing a form. This form and guidance for completing it are available from the Lancashire Aikikai Child Protection Officer.

F8 The Lancashire Aikikai Child Protection Officer or Club Child Welfare Officer must check that the form has been completed in black ink and in capital letters. The CRB rejects forms which are not filled in this way.

F9 The Lancashire Aikikai Child Protection Officer or Club Child Welfare Officer must check the identity of the applicant and must certify that they have seen three original forms of identification. At least one document must confirm the applicant's date of birth. At least one document must confirm the applicant's current address. One document must come from "Group 1" (see below) Acceptable documents include:

GROUP1

- Valid passport (any nationality)
- UK birth certificate
- Photo driving licence
- UK Firearms licence
- GROUP2
- Marriage certificate
- P45/P60
- Bank or building society statement less than 3 months old
- Utility bill less than 3 months old
- TV licence
- Credit card or catalogue statement less than 3 months old
- Child benefit book less than 12 months old
- National Insurance number card
- Correspondence with benefits Agency or Inland Revenue less than 3 months old
- NHS card
- Court summons less than 12 months old

F10 There is a fee of £12.50 for a CRB check. Lancashire Aikikai will pay this fee.

F11 The Lancashire Aikikai Child Protection Officer sends the completed form to TMG (The Media Group) who administer checks on behalf of BAB and submit the forms to the CRB.

RESULTS OF THE CRB CHECK

F12 When the check is completed, the CRB send out two forms:

1. An applicant copy Enhanced Disclosure goes to the applicant
2. A registered body Enhanced Disclosure goes to BAB

The two forms contain the same information but the registered body's copy may also contain "additional information" such as the fact that the applicant is suspected of involvement in Abuse.

F13 Lancashire Aikikai asks all Teachers and Helpers to consent to the disclosure of the "additional information" to Lancashire Aikikai so that Lancashire Aikikai can decide for itself whether the person is fit to teach children. This consent is asked for on the application for permission to teach (Form 1 page 23). There is no legal obligation to give this consent.

F14 The applicant receives their CRB Enhanced Disclosure certificate. If there are any mistakes on the certificate then the applicant can apply to have them put right. It is advisable to do this

straight away as there is a three month time limit after which a new certificate cannot be issued without a further CRB check. The applicant must inform the Lancashire Aikikai Child Protection Officer that the Disclosure has arrived as soon as practicable and in any event within 3 weeks of receiving it.

F15 The Lancashire Aikikai Child Protection Officer will request a copy of the registered body Enhanced Disclosure from the BAB within 3 weeks of being notified by the applicant that the Disclosure has been received.

F16 If the registered body Enhanced Disclosure reveals cause for concern, the BAB Case Management Group consider the information, may investigate matters of concern and report to the BAB and Lancashire Aikikai Child Protection Officer. The BAB will establish a Child Protection Disciplinary Panel. The BAB may suspend an applicant from contact with or teaching Children who are members of a BAB organisation. The BAB Child Protection Disciplinary Panel will give the applicant a right to comment in writing on the reason for suspension and will then consider whether to make the suspension permanent or whether to impose other restrictions or sanctions on the applicant.

F17 Where the Lancashire Aikikai Child Protection Officer has concerns about an applicant as a result of the registered body Enhanced Disclosure or as a result of a BAB suspension or recommendation, s/he will:

- inform only those Members of Lancashire Aikikai that need to know in order to implement or enforce any BAB decision and
- inform the Principal of Lancashire Aikikai who will decide whether to give or revoke permission to teach Children.

F18 Where there is no concern as a result of a CRB check, the Lancashire Aikikai Child Protection Officer will complete part 3 of Form 1 (page 23) to confirm that there are no concerns.

F19 BAB keep the Lancashire Aikikai Child Protection Officer informed of those CRB checks which have been processed. This information is held by the Lancashire Aikikai Child Protection Officer for the purpose only of administering the CRB checks and is not disclosed to any other person.

APPENDIX G

PHOTOGRAPHY OF CHILDREN

G1 Photographs of Children in vulnerable positions have been adapted and used in Child pornography. Photographs together with personal information such as a name may also be used by abusers to identify Children and target them for Abuse.

G2 Photography of Children is never permitted in a changing area.

G3 Photography of Children under 16 is not permitted during any Lancashire Aikikai event except:

- when the Child's parent has given written consent (see Under 16s Additional Information Form doc 6 page 35) and
- the Child is dressed in a gi and covered from the bottom of their neck to their calves
- the class teacher has given permission or
- the class teacher has requested the photography as a coaching aid or to record a special occasion

G4 The Teacher of every class including Children must ensure that every observer of the class is aware of the restriction by displaying signs or (where signs are not possible) providing leaflets requiring that the photographer :

- give their name and address and
- give the reason for wanting to take photographs and
- obtain permission before taking photographs.

G5 The Teacher of the class must refuse permission for photography if there are any Children in the class whose parent has not provided written consent.

G6 Where digital photography equipment is used, the Teacher of the class may request a review of the images at the end of class and must request that any inappropriate images are deleted.

G7 Photographers should be asked to focus on the activity not the individual. Where the purpose of the photography is the promotion of aikido through published materials, photographers should be asked to obtain a range of images reflecting the diversity of the aikido class and to focus on groups of Children practising together.

G8 Where any Member is concerned about intrusive or inappropriate photography they should report the concern in confidence to the Club Child Welfare Officer or to the Lancashire Aikikai Child Protection Officer who will advise on any further action.

G9 If professional photographers are commissioned or the press is present at an Aikido activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of young people:

- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign an Event Registration Form
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to Aikidoka or one-to-one photo sessions at events
- Do not approve/allow photo sessions outside the event or at a young Aikidoka's home.

APPENDIX H

TRAVEL AND RESIDENTIAL ARRANGEMENTS

H1 If a Member wishes to take Children to participate in an aikido event at a location other than their usual club venue these rules apply. These rules apply whenever a person under 18 attends one day courses and residential courses.

H2 The Member must ensure that the Child's parent or carer has received written information about:

- the exact address and contact telephone number of the venue
- If possible, the Member's mobile phone contact number
- The travel (and where appropriate accommodation) arrangements
- The need for the Child to bring adequate supplies of food and water
- The cost of the course
- The anticipated time of return from the course

H3 Where the Child is under 16 the parent or carer must:

- Consent in writing to the arrangements
- Provide an up to date contact arrangements including a "back up" if the main carer is not available
- Consent to the Member acting "in loco parentis" to seek medical treatment for the Child if necessary

H4 Where the Child is 16 or over the Member may give the information to the Child with a verbal request to pass it to the Child's parent or carer.

H5 Where the Child will be practising with adults, the Member must alert the course teacher to the presence of the Children and agree appropriate announcements about the need for care and awareness of Abuse/Poor Practice when practising with Children.

H6 The Member should assess the availability of changing facilities and ensure, so far as is practicable in the circumstances, that children shower and change in privacy.

FORM OF APPLICATION FOR PERMISSION TO TEACH, ASSIST OR HELP

1. Name		Club
		Application: <input type="checkbox"/> Teach <input type="checkbox"/> Assist Teaching <input type="checkbox"/> Help <small>Tick one only</small>
Address		Tel no
		Mobile
	Postcode :	Email
2.	Describe the role that the applicant will undertake:	
3.	<p>I confirm that the above applicant:</p> <p>a) Is a current member of Lancashire Aikikai.</p> <p>b) Has a current BAB insurance certificate. No _____ Type _____</p> <p>c) Achieved _____ grade on the ___ day of _____ 20___ (List only highest grade)</p> <p>d) Has a certificate of successful completion of BAB Coaching Award Level 1 or higher on the ___ day of _____ 20 ___ (Cert No _____ Level _____)</p> <p>e) Has a certificate of successful completion of a First Aid course provided by _____ on the ___ day of _____ 20___</p> <p>f) Is in my view and opinion a suitable and competent person to teach*/assist* classes to young people and children and know of no reason why that consent should not be given. * Delete one</p> <p>g) Is in my view and opinion a suitable and competent person to help in the manner described above and know of no reason why consent should not be given.</p> <p>For a helper only a, b, c, g need to be completed. To teach or assist g is struck thru.</p> <p>Signed _____ Club Leader Dated _____</p>	
4.	<p>I confirm that:</p> <p>a) the CRB carried out a check on the applicant and I have seen the results that raise no issues</p> <p>b) that the BAB have not raised any issue to date</p> <p>Signed _____ Lancashire Aikikai Child Protection Officer</p> <p>Dated _____</p>	
5.	<p>I request permission to carry out the role described at 2. above</p> <p>I have read the Lancashire Aikikai Child Protection Policy, the other policies detailed on the Aikikai website & the BAB Child Protection Policy, which I agree to follow.</p>	

disclosure you will need to request a new CRB check.	Signed _____	Applicant
	Dated _____	
** Complete Section 1 and this declaration and send to the CPO when you get your CRB disclosure document		

Guidance notes (added for clarity as procedural not part of approved policy):
To assist completing the form of application for permission to teach, assist or help.

Section 1

This is mainly self-explanatory and consists of the applicant's personal details and also identifies the type of application.

Section 2

This section is where you describe the role that the applicant will undertake. This could be club leader and instructor, instructor, assistant instructor, helper describing whether this is on the mat with young people or the role of the mat if the person does not practice.

Section 3

For helpers only sections A, B, C and G need to be completed unless there are qualifications that are held where this would provide additional information in respect of coaching or first aid. Section F is struck through.

For teachers and assistants or sections are completed with G being struck through.

Regarding B this is the BAB blue insurance slip the number is the current serial number and the type relates to the type of insurance that the certificate says is operating i.e. student or instructor etc.

Procedure

The Lancashire Aikikai has decided that all people who hold posts or perform any function within the Aikikai or its clubs need to go through a form of recruitment in order to obtain permission to either teach, assist or help. This is in anticipation of the Independent Safeguarding Authority's requirement that there is a recruitment process, which effectively vets people that might come into contact with children or young people. Failure to provide a effective recruitment process is a criminal offence from later on in 2010.

Our process

The first step is completion of the CRB application and the receipt back of the criminal records bureau's check.

The second step is for the applicant to complete sections 1, 2 and 5 of Form 1.

Once these sections have been completed the applicant passes the form to their Club Leader together with the required certificates described in section 3 where appropriate; and with their Criminal Records Bureau disclosure report.

The Club Leader checks the certificates provided and writes on the form in section 3 details of the certificates that have been presented to him. The Club Leader also copies these which should be retained as part of a possible verification procedure should the need arise. The original certificates can then be returned to the applicant except the CRB disclosure report.

The Club Leader's sends Form 1 and the CRB check report to the Lancashire Aikikai Child Protection Officer for section 4 to be completed. If the application is being made by the Club Leader, then all their certificates need to be sent as well.

In respect of the Child Protection Officer not being able to sign this section then they will alert the Principal of the Association and the Club Leader. Assuming that this section can be signed the Child Protection Officer returns the Criminal Records Bureau report directly to the applicant whilst at the same time forwarding Form 1 to the Principal of the Association to consider granting permission in line with the application.

Assuming that the permission is granted the Principal will retain Form 1 and will issue an appropriate permission directly to the Club Leader for them to pass on to the applicant. At the same time the Principal will arrange for details of this permission to be published on the Aikikai website – in the interests of openness and transparency.

LANCASHIRE AIKIKAI**Child Protection Form 2****INFORMATION FOR PARENTS CARERS AND
OVER 16S**

Thank you for showing an interest in Aikido. We aim to ensure that Lancashire Aikikai provides safe and enjoyable practice of the martial art. We hope you never need to use the phone numbers on this form but we give them to all new starters.

If you are unhappy about any element of your child's Aikido experience, then please contact the club teacher. If this is difficult for any reason, then our Child Welfare Officer and Child Protection Officer are here to help.

Aikido Contact Details :-

Club Teacher **

Club Welfare Officer **

Child Protection Officer - Wendy Wallace 0161 449 7474

Further advice on child protection matters can be obtained from: -

NSPCC Helpline on 0808 800 5000 www.donthideit.com

Childline on 0800 1111 www.childline.org.uk

Kidscape on 08451 205 204 www.kidscape.org.uk

Local numbers: -

Social Services Emergency Number **

Police **

Your assistance would be appreciated in ensuring that children arrive and picked up promptly.

We outline below some aspects of our Child Protection policies because we believe that they are important. We encourage you to talk to your child about this information. We give this sheet to all over 16s and we give the helpline numbers to all children.

Our responsibility is to safeguard the welfare of every child and young person who has been entrusted to our care. We are committed to working to provide a safe environment for all members.

In the pursuit of good practice, in Aikido and to comply with the law, all young people under the age of 18 years are protected by our Child Protection policies.

The key principles of the policies are: -

- The welfare of all young people is, and must always be, the paramount consideration.
- All children and young people should be able to enjoy Aikido safe from abuse of any kind, regardless of their age, gender, culture, ability, language, religious beliefs, racial origin, and/or sexual orientation.
- All suspicions and allegations of abuse, incidents of poor practice or suspicions of poor practice will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with parents/carers is essential for the protection of young people.
- Bullying, is a form of abuse, and is not acceptable.

The policies apply to everyone in Aikido.

We will ensure that:

- all adults who have direct or indirect “regular supervisory contact with children and young people” undertake a criminal records check .
- Coaches hold up-to-date British Aikido Board coaching qualifications, and current insurance cover.
- Coaches follow a national Code of Conduct.
- Coaching qualifications are verified.
- Coaches and Volunteers have access to induction training that covers current Child Protection Policies and Procedures.
- Where the conduct of a coach or volunteer falls below the standards we have set we will take the disciplinary action necessary to protect children

The Club and Aikikai will fully support and protect any member who in good faith reports concerns that another member is, or may be abusing a child.

If you want to see the full policy you can find it at on our website www.lancashireaikikai.org or by asking the Club Welfare Officer for a copy.



If you want to see our governing body’s policy (British Aikido Board) you can find it at www.bab.org.uk/child_protection/child_protection.asp by asking the Club Welfare Officer for a copy.

FORM 3 INFORMATION FOR UNDER 16s

FORM 3	LANCASHIRE AIKIKAI How to get help INFORMATION FOR UNDER 16s
Club Child Welfare Officer	Name Contact tel no:
Lancashire Aikikai Child Protection Officer	Name: Wendy Wallace Email child-protection@lancashireaikikai Contact tel no: 0161 449 7474
Kidscape	08451 205 204 www.kidscape.org.uk
Childline	0800 11 11 www.childline.org.uk
NSPCC	0808 800 5000 www.donhideit.com
Local police	
Local social services Emergency number	
Club Teacher	Name Contact tel no:

FORM 4

Signed agreement for the disclosure of all information supplied to the BAB as a result of a CRB check or related to an incident.

	LANCASHIRE AIKIKAI Child Protection Form 4 CONSENT TO THE DISCLOSURE OF SENSITIVE PERSONAL DATA	
<p>Print in block capitals</p> <p>Name: _____</p> <p>Address: _____</p> <p>Tel no: _____</p> <p>Email: _____</p>		
<p>I have applied/intend to apply to the Criminal Records Bureau for enhanced disclosure. I understand that information relating to me may be disclosed to the British Aikido Board as a result. I understand that this information may relate to my suspected involvement in crime or the abuse of children and that it may be detrimental to me personally. I agree to the disclosure of this information to the Child Protection Officer of Lancashire Aikikai.</p> <p>I agree to follow the Lancashire Aikikai's child protection policy and procedures. I understand that as a result, information relating to:</p> <ul style="list-style-type: none">• the injury by me of a child or young person at any time while attending the dojo• a child or young person becoming distressed or sexually aroused in relation to me at any time while attending the dojo• a child or young person misunderstanding or misinterpreting my actions at any time while attending the dojo <p>may be disclosed to the British Aikido Board at any time.</p> <p>I consent now to the disclosure of this information to the Lancashire Aikikai Child Protection Officer and the Principal of Lancashire Aikikai.</p> <p>Signed _____ Dated _____</p>		

This form should be completed be provided completed and signed to the Lancashire Aikikai Child Protection Officer after the result of the CRB check has been received.



LANCASHIRE AIKIKAI

Form 5

PERMISSION



To: [Insert name and address of applicant]

I am satisfied that I know of no reason why you should not :

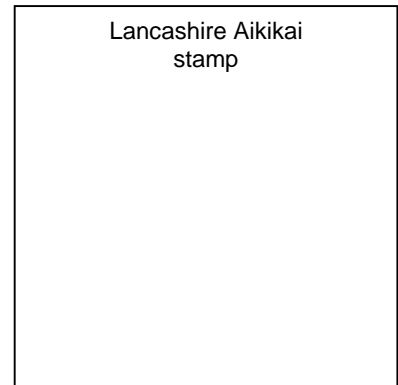
- teach aikido provided you maintain your instructor's insurance and first aid
- teach aikido provided you maintain your instructor's insurance and first aid but not to classes where young people under 18 years might be present
- assist teaching provided you maintain your student's insurance, maintain the declaration required by the BAB and only work under the direction of a fully qualified and insured teacher
- help in the following manner.....

until *[Insert a date 3 years 3 months hence or earlier date]* unless I revoke the permission before that date.

The intention is this is prepared electronically deleting and changing as necessary leaving only one option in

Signed _____

R Spence
Principal
Lancashire Aikikai



Dated _____

This is the property of the Lancashire Aikikai and must be returned if requested



Lancashire Aikikai

Child Protection Form 6

Additional information needed for young people below 18 years



Print in block capitals

Name of student:

To be completed by Parent, guardian or responsible adult
 IF THE STUDENT IS UNDER 14 OR IF AN OLDER STUDENT WILL BE COLLECTED FROM CLASS
 Names of all adults who may bring your child to aikido or collect from aikido including yourself

Name	Relationship	Address	Phone	*

If no one attends to collect your child at the end of the class – who should we contact? Tick in column marked *

I agree that my child can leave the aikido class unaccompanied. #
OR
I agree that my child will wait in the training room until picked up by one of the named people on this form. #

Delete one option leaving the option applicable that you want #

FOR ALL UNDER 18s

I confirm that if my child is injured during a class, I consent to the administration of first aid by a trained Aikido teacher, First Aider or helper. In an emergency or if you cannot be contacted within a reasonable time, I consent to my child being taken to hospital for treatment.

I confirm I've received a copy of an information sheet explaining child protection including contact details and phone numbers.

Lancashire Aikikai restricts photography to prevent intrusive and inappropriate images being obtained. On that basis I consent to photographs being taken in accordance with the policies.

The information you give above will be held by the club and will only be used by the Club & Aikikai and not given to external parties.

Signed _____

Relationship to Child or Young Person _____

Date of signature _____

Incident Report Form

Your Name _____	Your Position _____		
Association _____	Club _____		
Child's Name _____	Date of Birth _____		
Child's Address _____	Parent/Carer's Address _____		
Sex: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px 10px;">M</td><td style="padding: 2px 10px;">F</td></tr></table>		M	F
M	F		
Disability (if applicable): _____			
Ethnic Group			
1. White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other, please specify _____		
2. Mixed	<input type="checkbox"/> White Black Caribbean <input type="checkbox"/> White Black African <input type="checkbox"/> White Asian <input type="checkbox"/> Other mixed background, please specify _____		
3. Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background, please specify _____		
4. Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black background, please specify _____		
5. Chinese or other Oriental group	<input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify _____		
6. Other group not included above	<input type="checkbox"/> Please specify _____		
Time and Date of any incident _____			
Your Observations: _____			
State exactly what the child said and what you said. Remember, do not lead the child, record actual details.			



Lancashire Aikikai
Child Protection Form 8
Helper's Consent Form



Print in block capitals

Name:

Address

Tel:

Email:

I agree to follow the Lancashire Aikikai's Child protection policy and procedures. I understand that as a result, information relating to:

- the injury by me of a child or young person at any time while attending the dojo
- a child or young person becoming distressed or sexually aroused in relation to me at any time while attending the dojo
- a child or young person misunderstanding or misinterpreting my actions at any time while attending the dojo
- not following best practise in respect my conduct and actions

May be disclosed to the British Aikido Board and/or the Lancashire Aikikai Child Protection Officer at any time.

Signed _____

Dated _____