

INTRODUCTION

The martial art of Taekwon-Do can and does have a very powerful and positive influence on people – especially young people and vulnerable adults. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if Taekwon-Do is taught by those who place the welfare of all young people and vulnerable adults first and adopt practices that support, protect and empower them. Every adult has a legal and moral responsibility to protect young people and vulnerable adults in sport from abuse.

WHAT IS SAFEGUARDING?

Any adult working in the provision of sport/physical activity for young people and vulnerable adults, in either a paid or voluntary capacity, has a duty of care to the young people, vulnerable adults and themselves to provide a safe and caring environment. It is vital that any coach, umpire, official or any other person assisting with young people and vulnerable adults' activities has the ability to provide patience, understanding and encouragement.

Understanding of individuals' development and the ability to communicate with them is more important than knowledge of the sport.

Young people and vulnerable adults have a right to protection from the potential threat of abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, religion, language, sexual orientation or ability. Agencies which utilise the services of employees either on a paid or voluntary basis, and the employee themselves must be aware of the dangers of abuse, the forms it can take and its recognition, and demonstrate good practice within their sessions.

WHAT IS ABUSE?

The Department of Health (2000) states that:

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Department of Health identifies six categories of abuse: physical; sexual; psychological/emotional; financial or material; neglect and acts of omission; and discriminatory.

NEGLECT : Where adults fail to meet a young person or vulnerable adult's basic needs like food or warm clothing, or fail or refuse to give young people and vulnerable adults love, affection and attention. Young people and vulnerable adults might also be constantly left alone or unsupervised. Neglect in a sporting situation could include an instructor not ensuring that young people and vulnerable adults were safe, exposing them to undue heat or cold, or to unnecessary risk of injury.

PHYSICAL : Where adults or other young people physically hurt or injure young people and vulnerable adults, for example by hitting, slapping, pushing, kicking, shaking, squeezing, burning, biting, restraint, inappropriate sanctions or by giving young people and vulnerable adults alcohol, inappropriate drugs or poisonous substances. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of the child.

SEXUAL : Girls and boys are abused when they are used by adults or other young people (both male and female) to meet the adult's own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. The display of pornographic material (books, videos or pictures) to young people and vulnerable adults is also a form of abuse. Coaching or activities which involve physical contact with young people and vulnerable adults could create potential situations where sexual abuse could go unnoticed.

The power of the instructor over young people and vulnerable adults, if misused, could also lead to the development of situations in which abuse may occur.

EMOTIONAL : Persistent lack of love and affection, where a child or vulnerable adult may be constantly shouted at, threatened or taunted and becomes very nervous and withdrawn, would constitute emotional abuse.

Emotional abuse might occur in sport sessions if young people and vulnerable adults are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.

BULLYING

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person or vulnerable adult. It could be that the abuser is a young person or vulnerable adult themselves and this is recognised as bullying. It is important to be aware that adults can bully too.

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

Although anyone can be the target of bullying, victims are often shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying often takes place in schools or other environments where children meet, and research shows it can and does occur where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

INDICATORS OF ABUSE

Some indications that a child or vulnerable adult has been abused may include:

- 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 or for which multiple explanations are given
- The child or vulnerable adult describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expressing concern about the welfare of another child or vulnerable adult
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper
- Inappropriate sexual awareness
- Engaging in explicit sexual behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- An apparent difficulty in making friends

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- The prevention by an adult from socialising with other young people or adults
- Displaying variations in eating patterns including overeating or loss of appetite
- Weight loss for no apparent reason
- An increasingly dirty or unkempt appearance
- Displaying frequent unexplained minor injuries

This list is not exhaustive and the presence of one or more indicators is not proof that abuse has actually taken place. It is not the responsibility of those working with young people and vulnerable adults to decide that child abuse has occurred but it is their responsibility to recognise and act on any concerns by completing an Incident Referral Report Form and reporting any incident to:

Newcastle Children's Social Care - 0191 277 2500

Northumberland Safeguarding Team - 01670 536 400

North Tyneside - 0345 2000 109

POLICY STATEMENT

North East Martial Arts (NEMA) is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with children and vulnerable adults. Adopting best practice will help to safeguard these participants from potential abuse as well as protecting instructors, coaches and other adults in positions of responsibility from potential false allegations of abuse. The NEMA Safeguarding - Protecting Children and Vulnerable Adults Policy will allow children and vulnerable adults to excel in a safe environment and transmit a reassuring signal to parents/carers that will positively impact on recruitment.

This document provides guidelines to everyone in NEMA, whether working in a professional or voluntary capacity.

North East Martial Arts (NEMA) acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children

- have a positive and enjoyable experience of Taekwon-Do at NEMA in a safe environment
- are protected from abuse whilst participating in Taekwon-Do. NEMA acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy NEMA will

- promote and prioritise the safety and wellbeing of children and vulnerable adults
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

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- prevent the employment of unsuitable individuals

SAFER RECRUITMENT

Instructors should have an up to date check from the Disclosure and Barring Service (DBS) and should provide suitable identification such as a passport or driving licence. Instructors must be a black belt within NEMA.

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

NEMA coaches and volunteers have a great opportunity to be a positive role model and help build an individual's confidence.

Instructors and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all participants fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others.
- Have access to telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending time alone with a child unless there are exceptional circumstances.

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- Never taking children to their home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.

Instructors and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by NEMA.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from NEMA. Minor breaches should be resolved with education and correction.

FIRST AID

All coaches and volunteers should

- Have access to first aid equipment
- Have access to telephone contact numbers for participants
- Be able to contact the emergency services

MINIMAL TOUCH POLICY

A no touch policy is impractical in certain situations. In martial arts an instructor may have to use reasonable force to prevent a student from injuring themselves, injuring others, committing an offence or damaging property.

Instructors may also need to make physical contact with students to demonstrate or correct technique or to demonstrate or correct use of equipment. This contact should be kept to a minimum and in the case of demonstrations should only involve willing participants.

CHILDREN CHANGING CLOTHES BEFORE OR AFTER CLASS

For instructors there can be confusion and/or worry about supervision and how it accords with safer working practice. There can be a tension between the need to ensure that that students are safe, that bullying or teasing does not occur, and the risk of being accused of acting inappropriately.

When classes take place in gymnasiums, leisure centres, church halls etc. children will use the changing facilities, under the supervision of a parent if this is age appropriate.

Instructors should change privately; never in the same space as children.

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When classes take place in a school, especially primary or first schools, children will often change together in the school hall. Older children, usually Y5 and above, should be given the option to change in a single sex area.

Instructors should not stand close to or approach children whilst they are changing, unless it is to prevent bullying or an accident. If a child approaches an instructor asking for assistance, such as help removing a sweater, the instructor should first encourage the child to try to do this themselves or provide verbal cues before assisting. Such assistance should always be provided in an open area, never away from others.

Curtains / blinds should be closed if the school hall faces onto public land.

PHOTOGRAPHY

Photography or filming of students should only take place with the permission of parents or guardians. Permission should also be sought if the image or film is to be used for the NEMA website or in other public fields such as on flyers.

North East Martial Arts

Incident Referral Report Form

Confidential

Name of child or vulnerable person:

Name of person completing the form:

Are you completing the form based on your own concerns or the concerns raised by someone else?

Own concern

Concerns raised by someone else

Date:

Time:

Place:

(of observed behaviour/discussion/disclosure)

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Signed:

Please return completed forms to Faye Allman of North East Martial Arts. Forms will be kept secure and incidents will be reported to the relevant local authority child protection unit. If you want to speak to someone who has no connection with NEMA, contact the NSPCC child helpline on 0800 800 5000. If you are under 18 and want help, the NSPCC helpline is 0800 1111.

Contact numbers for local authorities:

Newcastle

Initial Response Service – 0191 277 2500

Emergency Duty Team – 0191 278 7878

North Tyneside

0345 2000 109 (office hours) or

0191 200 6800 (evenings and weekends).

Northumbria Police – 101 (in an emergency always dial 999)