



The Jitsu Foundation

Child Protection Policy Document

**Teaching and Running
Junior Jitsu Clubs**

**Investigation and
Disciplinary Procedures**

2013

Summary

This document sets out the Policies and Guidance of The Jitsu Foundation (TJF) on the running and the recommended practice for the teaching juniors in, Junior Jitsu Clubs. It defines the process for approval of and monitoring of instructors and also lays out the disciplinary and investigation procedures to be followed.

It is intended to both protect the junior members of the TJF from “abuse” and assist Instructors in avoiding situations where they may be open to allegations of “abuse”.

This document is to be regarded as a “Living Document” and will and can be amended where necessary. It will be reviewed each year.

Distribution

All 2nd Kyu and above members of The Jitsu Foundation

All those officially assisting the Instructor, ON or OFF the Mat, where children are present.

Any member of the Public on request.

Related Documents

Instructor's Code of Practice

DBS [FORMERLY CRB] Checking and Mandate Issuing Policy

Terminology

Junior. A member of the Jitsu Foundation aged 4 up to 18 years of age. *For Membership enquiries for those under 6, please contact the Director of Children's Jitsu via Head Office.

Junior Club. This is any club whose membership includes *juniors*.

Regulated Activity - work (voluntary or paid) with under 18s once a week or more, 4 days or more in any 30 day period or overnight between 2am and 6am - see appendix for full guidance.

Supervised - Constant audio and visual oversight by a supervisor who is in regulated activity - see appendix for full guidance.

Junior Club Assistant. This is any person who works with juniors in regulated activity and who performs a role which involves work with juniors which is unsupervised (ie. has an absence of constant oversight).

DBS Check with TJF. An individual has applied for and TJF has received back the enhanced disclosure from Disclosure and Barring Service (DBS) via The Media Group CRB (TMGCRB)

Abuse. This includes ill treatment of any kind (including Physical, Emotional Sexual, Neglect, Bullying), and *generally not treating the student with respect.*

If more information is wanted on types of abuse go to:

http://www.nspcc.org.uk/inform/trainingandconsultancy/consultancy/helpandadvice/definitions_and_signs_of_child_abuse_pdf_wdf65412.pdf

Inappropriate behaviour. Any contravention of the Principles of “Safe from Harm” or those within the Instructors Code of Practice shall be considered to be inappropriate behaviour. This also includes the training of Juniors in elements prohibited from the Junior Syllabus.

Version dated: 02 09 2013
The Junior Jitsu Child Protection Panel

Contents

POLICY ON WORKING WITH CHILDREN AND YOUNG PEOPLE	5
Policy Statement	5
SAFE FROM HARM	6
GUIDANCE FOR CLUB INSTRUCTORS	8
RUNNING JUNIOR CLUBS	8
<i>Introduction</i>	8
<i>Registration of Clubs</i>	8
<i>Ratios</i>	8
<i>Junior Club Sessions</i>	9
<i>Away Visits</i>	12
<i>Transport</i>	13
<i>(minibus / cars and other)</i>	13
<i>Transport (other)</i>	15
GUIDELINES ON TOUCHING	16
Photography	17
Internet and Email	18
Investigation and Disciplinary Procedure	19
Summary	19
Purpose	19
INAPPROPRIATE BEHAVIOUR	20
(Poor Practice)	20
Allegations / Incidents of Abuse	21
<i>Taking Appropriate Action</i>	21
<i>Disclosure by Children</i>	22
<i>Concerns of an Instructor or other Adult</i>	24
<i>Sharing with Parents</i>	24
SUMMARY	26
<i>The Contact Chain</i>	27
<i>What will happen ?</i>	28
<i>Aftermath of Abuse</i>	29
<i>Bullying</i>	30
Recruitment and Training of Instructors and club volunteers.	31
DBS DISCLOSURES	33
CONTACT NUMBERS / ADDRESSES	34
Appendices	35
Appendix A - The Jitsu Foundation Photography Consent Form	37
Appendix B - Verify that, Club Certificate Template	39
Appendix C - Child Protection Incident Report Form	41
Appendix D – Risk assessment guidance for integrated junior and senior training	43

POLICY ON WORKING WITH CHILDREN AND YOUNG PEOPLE.

1. All Juniors Instructors and Junior Club Assistants (new & existing) should be provided with a copy, and understand, the Jitsu Foundation Child Protection Policy, which includes “Guidance for Club Instructors Running Junior Clubs”. Copies of which are to be available for inspection on request to the public.
2. The Principles of “Safe from Harm” will be applied as *recommended* practice.
3. The Instructor’s Code of Practice shall be adopted combining the current good practice and instructors charter to safe guard the welfare of students and promote a sound ethical and moral context for Jitsu.
4. Contact Details for the Local (Club or Region) Childrens Officer and the National Child Protection Officer should be clearly displayed at all training venues. (See Appendix B - Verify that, Club Certificate Template).
5. It is recommended that “Childline” and NSPCC phone numbers are displayed anywhere children meet.

This Policy will be reviewed annually from the date of adoption. 26 01 2010

Policy Statement

The Jitsu Foundation (TJF) has a duty of care to safeguard all children irrespective of race, culture or gender involved with TJF from harm. All children have the right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. TJF will ensure the safety and protection of all children involved in Jitsu through adherence to the Child Protection Policies of the Foundation.

Information to display in Dojo – [Or have available for inspection]

- Mandate
- Insurance certificate
- Childline and NSPCC Numbers
- Contact Details for National Child Protection Officer.
- Local Authority Children’s Services Call Numbers

SAFE FROM HARM

As Club Instructors we are automatically put into a position of “Loco Parentis” when in charge of juniors, i.e. we take the place of their parents for that activity and in our case we deal with juniors from the ages of 6-18. This position of “parent” may seem unrealistic when dealing with 16, 17, 18 year olds as they can at that age, get married, drive a car[17] and join the army! By law however we are put in that position of care and are therefore liable if we fail in our responsibilities.

What are our responsibilities? They are outlined in this document, but generally, as Instructors we are to make sure that the young people in our care are Kept “Safe from Harm” ON and OFF the mat. We have an “Instructors Code of Practice” and “Guidance for Club Instructors Running Junior Clubs” contained in the Jitsu Foundation Child Protection Policy. Following the procedures outlined in those documents will help us to keep children safe from harm.

To keep children safe from harm:

- A. Plan training and events so as to minimise the situations where the abuse of children may occur:-
 - a For training to take place as a minimum there must be an instructor and at least one other instructor or adult junior club assistant present.
 - b As far as possible, arrange that an adult is not left alone with a junior where there is no possibility of the activity being observed. eg First aid, do it publicly or have another adult present.
 - c Avoid the situation where one adult takes a single child to the toilet away from the rest of the group. If this is unavoidable, inform another adult of where they will be and for what purpose and report back afterwards.
 - d Ensure that no arrangement is made to meet a junior away from the dojo without a parent or other adult being present.
 - e Never take a group of juniors away from the dojo with fewer than two TJF DBS Checked adults or without the knowledge of their parents (Away visits see page 8)
 - f Where Juniors have to be transported by car or minibus, try to arrange to have more than one of them in the vehicle.
 - g Consider the path to and from the dojo. For example, avoid expecting Juniors to walk along a dark unsupervised path. Both adults should remain until **ALL** Juniors have been collected
 - h All Junior Clubs should have a designated collection point for younger children for both club sessions and away visits. If an emergency collection point has to be arranged at short notice it should ideally be in a public place and indoors.

- i Junior Clubs should have a system of nominating authorised collectors and children should not be released to anyone other than an authorised collector.
- j Only if parents provide written permission should children under 12 be allowed to leave sessions without being collected
- k when an authorised collector does not turn up to collect younger children they should:
 - 1. get at least one other adult to stay with them, preferably another mandated instructor, TJF DBS Checked club member or parent until all children have been collected
 - 2. in an emergency there should be a list containing the telephone numbers of mandated instructors', TJF DBS Checked club members' and parents' telephone numbers to call for if assistance is required.
 - 3. If parents have failed to collect their children they should be notified by phone and a follow-up letter that it is an extremely serious matter if their children are not collected on time.
- B. **ALL** cases of alleged or suspected abuse should be reported immediately to the National Child Protection Officer (currently John Harquail) who will begin the official investigation procedure. Refer to section - "Investigation and Disciplinary Procedures".
- C. Agreed procedures for protecting children apply to ALL Club Instructors, Assistant Instructors and Junior Club Assistants ON and OFF mat involved with Junior Clubs..
- D. Give all Instructors and Club Assistants clear roles.
- E. Use supervision as a means of protecting children.
- F. Obtain an 'Enhanced' level disclosure through the Disclosure and Barring Service for all Instructors and volunteers whose role with juniors involves regulated activity and is not supervised
- G. Train Instructors, their mentors and policy makers in the prevention of abuse. Preferably by attending a Safeguarding and Protecting Children Course or an equivalent recognised course.

GUIDANCE FOR CLUB INSTRUCTORS RUNNING JUNIOR CLUBS

Introduction

The introduction of the Childrens Act 1989, 2004 and 2006 imposes certain requirements on all Youth Groups and their leaders. The following guidelines are based upon the Acts and Ofstead rulings.

Even though there are legislative requirements, we are dealing with children and it is important that at all times their safety and welfare is paramount. That is why we should have all our procedures in place and follow our code of practice to the letter. Not only does this fulfil our duty of care to children, but it will demonstrate that we have done all that is required, and more, to ensure the safety and welfare of the Children we teach.

If a junior club is attached to a senior club risk may be best managed and skill development of an individual junior achieved by their training with seniors. The decision for a junior to train with seniors must be taken with the consent of the parent of that junior. Where the decision is taken for a junior to train with seniors special attention has to be given to risk manage the situation and guidance is given to this on Appendix D - Risk assessment guidance for integrated junior and senior training.

Registration of Clubs

A junior club whose junior sessions are more than two hours duration is required to register with the local Children's Services Child Registration Unit. Junior Clubs should not normally run junior sessions exceeding two hours; registration will therefore not be required.

Ratios

From The Jitsu Foundation point of view there are two types of ratios that need to be considered when working with Juniors:

- Adult to Junior Supervision ratio
- Instructor to participant ratio

Adult to Junior Supervision

The Adult to Junior Supervision ratio is the level of adult supervision while an instructor or junior club assistant has loco-parentis responsibility for juniors.

In addition to the instructors and assistant instructors present on the mat additional junior club assistants may be required to enable the below recommended minimum adult to junior supervision ratios:

- Age 4 to 8 - 1 adult to 6 participants
- Age 9 to 12 - 1 adult to 8 participants
- Age 13 to 18 - 1 adult to 10 participants

When determining the number of adults required, these ratios should be viewed as guidelines only. Certain situations will make it necessary to have a

higher number of adults. e.g. a junior has specific support needs, or a risk assessment indicates behaviour may be a potential issue for a group or event.

Instructor to student ratio

The instructor to student ratio is the level of supervision while Jitsu is being practiced.

The instructor to student ratio should be considered separately to the adult to junior supervision ratio.

When a junior is present the minimum mandated instructor to student ratio is 1 to 20. Where an additional instructor(s) or qualified Assistant Instructor(s) is in attendance, in addition to the supervising mandated instructor, each additional Instructor or Assistant Instructor may supervise up to a further 20 students. In other words a mandated instructor working with an Assistant Instructor could instruct a maximum of 40 students where a junior is present provided that the adult to junior supervision ratio is satisfied by the presence of off the mat junior club assistants.

When determining the appropriate number of instructors and assistant instructors these ratios should again be taken as guidelines only. Certain situations will require a higher number of instructors to safeguard all students. The instructor in charge must determine an instructor to student ratio which is reasonable, safe and effective, considering, but not be limited to:

- a) The age, experience, varying ability, and number and discipline of the participants.
- b) The support requirements of the participants.
- c) The instructors' own qualifications and experience.
- d) Their ability to observe, advise, support and respond to the difficulties of anyone in training area.
- e) The level and type of activity

Junior Club Sessions

- A. The TJF Coaching guidance applies to the Junior section.
- B. Ideally, On the mat there should be two people in a supervisory role. The Instructor and one other whom the Instructor can hand the class over to if for some reason the Instructor has to leave the mat.
- C. Ideally, there should also be another person off the mat, an adult Junior Club Assistant, who would be responsible for off the mat situations.
- D. If you are the Club instructor and have to leave the mat for any reason,, e.g. to administer first aid either, hand over to the next instructor or if no other instructor is present pause the mat.
- E. All on the mat helpers should as a minimum have completed the Jitsu Foundation Assistant Instructors (AI) course. Juniors must not be left in

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- charge of the mat and must not be included when considering the instructor to student ratio.
- F. At least one of the instructors must be a first aider and be responsible for maintaining the first aid kit with the minimum recommended contents. The standard of training required is the Jitsu Foundation First Aid Course or equivalent. Ideally, all helpers should have some knowledge of first aid.
 - G. Corporal punishment (including slapping, smacking and shaking) is unlawful. Children should not be threatened, humiliated or frightened.
 - H. Where it is necessary to address untoward incidents, that is situations where an instructor may feel that they need to remove an individual from a mat or separate kids in a situation where they might be deemed to have lost control and that there is a risk of harm to pupils:
 - a. restraint should be avoided and deemed as a last resort.
 - b. responses should be both proportionate and reasonable
 - I. Where it is necessary to take action to address untoward incidents such action should be recorded and reported to the parent as soon as possible.
 - J. Training session times should be published on TJF website and instructors should stick to them.
 - K. Training sessions should be run for a set amount of time so that parents are trained to collect their children on time.
 - L. Parents should be encouraged to arrive early or participate in coaching sessions (if they do participate they may be considered Junior Club Assistants and required to complete a DBS Check with TJF)
 - M. The Insurance certificate must be displayed.
 - N. An Accident book must be kept with all details of accidents and injuries. Additional information to that in the application form should be recorded and held by the junior club in case of emergencies to include as a minimum ;
 - a. Name and address of child
 - b. Date of birth of child
 - c. Names and address of Parents / guardians plus emergency contact number where it is available.
 - d. Any existing medical conditions
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Advance planning on managing accidents is essential.

General Procedures to be followed:

As Instructors we have to make sure that children are not put in positions of risk and to make sure that no liability falls on us or The Jitsu Foundation. We have at the same time to use our common sense and judgement and be accountable for our decision making.

Guidance given is well researched and tried and should be followed.

If you accidentally hurt a child, he/ she seems distressed in any manner, appears sexually aroused by your actions or misunderstands or misinterprets something you have done, report any such incident as soon as is possible to another colleague and make a brief written note of the incident (See Appendix C - Child Protection Incident Report Form) Parents or carers should be informed of the incident.

Any child of school age should not require assistance to use the toilet. In some situations it may be necessary for a child to be escorted to the toilet by an appropriate adult, but they should wait outside until the child has finished.

Changing Facilities

The whole purpose of the supervision is to eliminate as far as possible any potential abusive situations from happening and to enable any vulnerable children to feel safe.

Where possible, parents should take on the responsibility for their children in the changing rooms or they bring the children already changed. If groups have to be supervised in the changing rooms the following procedures must apply:

Where only one club is involved and the group has sole use of the changing facilities for juniors there is no need for supervisors to be physically present in the changing room. However, if the group has six year olds in it and if the group is mixed then judgement has to be made to cover supervision for these situations. There may have to be more than one supervisor. If the group is of older children the Supervisor can be outside the changing room and a code of conduct would have been explained to the group beforehand as to what is expected of them when away from the club and that older children are expected to give good example to the younger ones. The adult will be on hand outside the door if required.

If there is a mixed group: if possible one adult will be available for each group.

Where the junior club is along -side other junior clubs and have exclusive use of the changing facilities for juniors, the venue organisers should make sure that changing facilities of both sexes are supervised by two DBS Checked adults with one adult on each door and checking the room from time to time. The organisers may make use of instructors of junior clubs of both sexes to do this. Rotas can be made but strict door control is necessary.

Where the one junior club has to use changing facilities that are shared i.e. where other adults may be present e.g. a leisure centre, A Supervisor should accompany each group IN the changing rooms or if when checked out the

junior club is the only one using the rooms then the "On the door" method could be adopted.

If more than one club is involved then the event organisers will appoint appropriate adults to be IN the changing rooms or "On the door" if there are no other adults present.

.Adult members should avoid changing with Junior members (if the changing arrangement of the club is such that this is necessary then the adult members are classed as Junior Club Assistants and must be DBS checked) and must not shower at the same time as Junior club members.

The banning of parents from the dojo during sessions can create possible suspicion and is therefore not recommended practice.

Away Visits

When taking juniors away from the club, there must be a DBS Checked adult and one other adult with each group and minimum adult to junior supervision ratios must be met. If the visit is overnight all adults with a role during the overnight (between 2am and 6am) period must be DBS Checked.

- a Signed Parental consent forms must be obtained before the trip.
- b The following information must be provided along with consent form to the parent for an overnight stay and are recommended for day trips;
 - ✓ Dates, times of departure and return
 - ✓ Method of travel.
 - ✓ Full destination address and telephone number
 - ✓ Emergency contact arrangements (home and away)
 - ✓ Names and status of group leaders and helpers
 - ✓ The aim of the visit and planned activities.
 - ✓ Charges and what they cover.
 - ✓ Items to be taken (gi, licence, lunch, etc.)
 - ✓ Insurance arrangements.
 - ✓ Parents should complete a medical form (licence application).
and consent for emergency treatment.
- c The party leader shall carry a list of members of the party. This should be supported by regular head counts.
- d Safety benefits are heightened where the leader and helpers know the group. The group leader has primary responsibility of safety for the group; however the exercise of appropriate judgement by helpers on the spot is encouraged.

e Mixed parties on over night stays should be accompanied by at least one DBS checked adult of each sex. (the adult to junior supervision ratio still applies).

f The party leader is in “loco parentis” (in place of the parent). The duty of care expected is that of a reasonably careful and prudent parent and is for the whole period of the trip and cannot be delegated.

Where a club is going to a regional event (e.g. grading) or national event (e.g. the junior nationals) or is planning an overnight stay, once the club has arrived at the venue the group leader will make sure that cover and supervision is there from the organisers for his or her students alongside the cover and supervision that the group leader is giving.

g Risk Assessment:

While noting that no matter how much risk assessment takes must place it will not eliminate all risks, the group leader should ensure that:

- there is public liability cover in place.
- fire and safety procedures are in place. (see below)
- First Aid cover is available
- the group leader knows who is in charge of the event and who to contact on the day for emergencies and enquiries
- changing facilities are adequately supervised [see below]
- the group leader reports the arrival of their club and registers.
- start and finishing times are adhered to as best as is practicable.

h Fire safety must be considered by the party leader in any residential centre. Local procedures, particularly for raising the alarm, evacuation and assembly points must be understood by all the members of the group. If no local procedures exist the leader should formulate them on arrival. The group leader should be confident that all emergency exits can be used. An adult helper should have responsibility for each dormitory group and have a torch available.

Transport

A DBS Checked adult and one other adult in each vehicle and walking group and minimum adult to junior supervision ratios must be met.

(minibus / cars and other)

Group leaders shall consider;

- Passenger comfort and safety.
- The need for two drivers to be available on long journeys

- The need to break the journey at regular intervals
- The need for a responsible adult in addition to the driver to help supervise the group.

The TJF Insurance does NOT cover transport. The group leader must ensure that at least third party liability cover is in force. Any claims would be dealt with through the driver's insurance. (*Owners of hired coaches may be assumed to have them insured).

The number of passengers carried must not exceed the seating capacity indicated on the vehicle.

Children riding in the front seat of minibuses are required by law to use seat belts. It is recommended that seat belts are used whenever available.

Any changes to the law regarding transport of children (or adults) in coaches or minibuses that may conflict with this policy will automatically take precedence.

Cars with four adult seats should be loaded only to the maximum for which rear seat belts are provided. Children under 11 years should NOT ride in the front passenger seat.

When carrying bulky luggage in addition to passengers, care should be taken not to overload the vehicle or place the safety of passengers at risk through overcrowding.

Transport (other)

Walking

Children should walk in controlled groups.

One helper should be at the front or in control of the front of the group; another should be at the back or aware of any individuals who are behind.

By coach

On boarding any large vehicle, one helper should board the vehicle and receive the children; another helper should ensure orderly access from outside. Reverse the procedure for disembarking. The group leader should provide for the event of travel sickness. Comfort and enjoyment will be increased if the group leader, in consultation with the driver, plans for toilet and refreshment stops. On double decker vehicles a helper should be present on each deck.

Discipline remains the responsibility of the group leader not the driver.

By Rail

Always reserve compartments / seats in advance so that the group can be kept together and supervised during the journey.

By underground

Plan in advance: organise the children into small groups each attached to a particular nominated adult. Set up clear procedures to be followed by any child who gets left behind or separated. Obtain tickets in advance. Children should use escalators in single file, with an adult at either end to supervise children getting on and off. Groups should be assembled well back for then edge of the platform until the train doors have opened.

Avoid peak commuter travel. 7:30 – 9:30 am and 4:30 – 6: 30 pm

GUIDELINES ON TOUCHING

- ❖ The nature of Jitsu means that physical contact between instructors and children is inevitable. However, all contact must be carefully considered, should be age appropriate and kept to an essential minimum to assist the development of a technique or required posture.
- ❖ Touch should not be prolonged – be aware of the children's reactions / feelings on this. Eg. Avoid ground work between instructors and children other than for instructional purposes.
- ❖ Avoid any activity that is or could be construed as sexually stimulating to the adult or child and be aware of the possibility of students becoming infatuated, mistaking their attention for a sign of fondness or affection.
- ❖ Keep everything in public. Behind closed doors or in the changing room is not the same as the middle of the mat. Arrange training in facilities only where you are not likely to be left alone with a student or group of junior students.
- ❖ Corporal punishment is not permitted.
- ❖ Although Jitsu is physical in nature, children are entitled to determine the degree of physical contact with others except in exceptional circumstances, (i.e. when receiving medical attention, or for their own safety). Ultimately however this may prevent them from continuing in Jitsu.
- ❖ Instructors and Junior Club Assistants should take responsibility for monitoring one another regarding physical contact and should express any concerns to a Senior Primary or above.
- ❖ As far as possible an adult should not be left alone with a child where there is little opportunity for observation.

Also

Clear guidelines should be given to instructors about listening to what children say, and professional help should be sought if any disclosures of abuse are made. Help with understanding this can be obtained from a Safeguarding and Protecting Children Course and Workshops from the National Child Protection Officer.

Photography

There are concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. The use of today's modern digital cameras, often with video, and the new generation of mobile phones present the opportunity for misuse.

Publicity photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse. Any press release should therefore contain either names or photographs of juniors, but not both.

It is unnecessary to prevent parents using recording equipment to make a memento of a child's' achievements, or for the organisation to use images for promotional purposes. It is recommended that the use of recording equipment is allowed only with permission and a written procedure be in place.

Consent for the taking of photographs and other images should be obtained from every student, ideally when completing their first licence application, a suitable form is included at the end of this document.

Prospective photographers at the club or at larger events must obtain permission, prior to using their camera or other device to take pictures. It should be made clear that photography and the recording of images of any kind is only allowed with written permission.

As a minimum an application for permission should include:-

- Name and Address of the person using the camera
- Name(s) of the subject
- Relationship of the photographer / Subject
- Reason for or intended use of the images (eg. family record)
- A signed declaration that the information given is valid and images will only be used for reasons given
- Date

Recorded Images as a coaching aid.

There is no intention to prevent Instructors using video equipment as a legitimate coaching aid. However, students and their parents must consent, and be made aware that this is part of the coaching programme and such recordings should be stored safely.

Internet and Email

Websites

Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Sites should therefore not contain names and photographs of juniors.

Email and Social Network sites

It is now common place for individuals and groups (especially children) to keep in contact and make announcements online, via email and social networking sites such as Face book.

Instructors can, of course, make good use of such media to cascade information to all members of a club, and even discuss Jitsu related matters. However contact should always be only on open pages or via group email and one to one contact should be strictly avoided.

Try to make club forums family areas, accessed by both juniors and their parents.

If an instructor receives an individual email or message which requires an answer they should avoid replying to the message on line, but should provide an answer in person and in the presence of their parents or, if that is not possible, in the presence of another instructor, and it should be made clear that in future questions should be made at the dojo or via the open forum and not personal message.

This exception to this would be if an instructor received a disclosure of abuse from a child via an online message, in this case they should contact the National or Local C.P Officer for assistance and also follow the guidelines in this document.

Investigation and Disciplinary Procedure

Summary

The section falls into two parts, **Firstly** the procedures to be followed where there is no allegation or suspicion of “abuse”, but where a member of The Jitsu Foundation is in breach of the guidelines on coaching or behaviour relating to Juniors.

Secondly the action required, and procedures for members of the Foundation to follow where there is a concern or allegation that a child may be suffering from abuse (including, by family members of the child involved or others outside the Dojo).

Purpose

It is intended that this document provide members of the Jitsu Foundation with an agreed code of practice and procedure to deal with allegations of poor practice or “abuse”. There are to be NO exceptions to this.

INAPPROPRIATE BEHAVIOUR (Poor Practice)

If, following consideration, the allegation concerns poor practice rather than an incident of actual abuse, eg an instructor or volunteer is found to be contravening the principle of "Safe from Harm" or the "Instructors Code of Practice", this shall be reported immediately to the regional Secondary Tutor or National Child Protection Officer, NCPO, (currently John Harquail).

In the first instance they shall receive a verbal warning from their immediate mentor (or regional Secondary Tutor) after briefing from the NCPO. This warning shall include a discussion of how or why their behaviour is inappropriate and should reinforce that the guidelines are there to protect them from allegations of abuse.

The issuing of a verbal warning should be reported to the National Child Protection Officer or to the Operations Manager.

Contact details can be found at the end of this document.

Should there be a further instance of Inappropriate Behaviour the NCPO and Disciplinary Committee shall consider the next necessary action.

There are two courses of action available for a second breach of the Foundation guidelines;

In the case of a Jitsu Instructor or Junior Club Assistant

1) The issuing of a written warning.

This shall carry the same message as a verbal warning, but will clearly state that the only available course of action in the future would be;

2) The banning from any future involvement with Junior Jitsu and the permanent prohibition of any mandate to teach. NB. The prohibition of mandate to teach means the withdrawal of any right to wear hakama or to grade beyond 1st kyu.

In the case of a club volunteer it may be appropriate to ban them from the club.

Allegations / Incidents of Abuse

Taking Appropriate Action.

We may be alerted to the possibility that abuse may be occurring by;

- A child telling us that something has happened
- Someone else (adult or child) telling you about their concerns
- Observing physical or behavioural indicators of the child which cause you concern.
- Observing the practice of another person, which causes you some concern?

Do NOT carry out your own investigations or take your own actions. This can be damaging to the child, family and hinder any possible prosecution by “contaminating” evidence. Follow the procedures in this document and pass the information to a responsible / nominated person.

Remember it is not your responsibility to decide if abuse has occurred, but it is your responsibility to take action, however small your concern. The information you provide may be the missing piece of a jigsaw of information held by school, Children’s Services, GP or other agencies.

Disclosure by Children

Children making a disclosure want to stop the abuse. By listening to and taking seriously what they tell you, you will already be helping to protect them.

Create a safe environment:

Stay calm, do not rush into actions which may be inappropriate

Confirm you know how difficult it must be to confide in you

Reassure the child they are not to blame

Listen to and believe **what the child says**; show you are taking what is being said seriously

Be honest, Do not make promises you cannot keep. Explain you may have to tell other people in order to stop what is happening.

Ensure you are quite clear **what the child says** so you can pass it on accurately to child protection professionals. Keep questions to a minimum and avoid closed questions (i.e. one that allow a one word answer). Use open questions encouraging the child to use their own words.

Do not lead the child even if you know what they are trying to say. The law is strict and any abuse case will be dismissed if it appears you have suggested any words or ideas to the child.

Record exactly what the child has said to you, in a legible and accurate format, as soon as is possible after the incident. Stick to facts not opinion.

Remember to include:

- date and time of any incident
- The child's name, address, and date of birth. if known
- your observations (e.g. the child's behaviour and emotional state)
- Any actions you took as a result of your concerns (did you speak to parents, other instructors etc.)

Sign and date the record make a copy for you. (See Appendix C - Child Protection Incident Report Form)

Contact the next responsible instructor or the NCPO. Or in an emergency situation go straight to the Police or Children's Services.

Maintain confidentiality: unnecessary breaches of confidentiality can be very damaging to the child, family and any child protection investigations which take place. You cannot of course promise total confidentiality to the child as you will have to pass the information on and that will need to be explained to the child.

Taking action in cases of child abuse is never easy. You will probably be upset about what you have been told; you may worry at the consequences of the action you take. Please remember, if you get it wrong then the worst you have done is to upset people and that will heal, if you get it right you have saved a child from further significant harm.

These feelings are natural. What is important is the child's long term future – what will happen if you do nothing?

Concerns of an Instructor or other Adult

Listening to, and take any concern brought to you seriously.

Stay calm, do not rush into actions which may be inappropriate

Confirm you know how difficult it must be to confide in you

Ensure you are quite clear what you have been told so you can pass it on accurately to child protection professionals. Keep questions to a minimum and avoid closed questions (i.e. one that allow a one word answer). Use open questions encouraging the use of their own words.

Do not lead the person even if you know what they are trying to say. The law is strict and any abuse case will be dismissed if it appears you have suggested any words or ideas to them.

You should both make your own records stating exactly what the concerns are, in a legible and accurate format, as soon as is possible after the incident. Stick to facts not opinion.

They should include:

- date and time of any incident
- The child's name, address, and date of birth. if known
- your observations (e.g. the child's behaviour and emotional state)
- Any actions you took as a result of your concerns (did you speak to parents, other instructors etc.)

Sign and date the record, make a copy for yourself. (See Appendix C - Child Protection Incident Report Form)

Contact the next responsible instructor or NCPO

Maintain confidentiality: unnecessary breaches of confidentiality can be very damaging to the child, family and any child protection investigations which take place.

Sharing with Parents

In some situations, it may be quite appropriate to discuss your initial worries with the parents or carers concerned. For example, if there is a change in the child's behaviour or a sudden loss in weight, you might chose to talk this through; there may for example have been a recent family bereavement. Alternatively the discussion may increase your fear that abuse may be occurring.

In other situations, it would be inappropriate to discuss your worries with the parents or carers concerned (e.g. if sexual abuse is suspected) you may also prejudice any investigation or place the child in greater risk. The abuser could threaten the child or young person to say nothing if anyone asks them again about what happened. Children's Services would still take the referral seriously if it was reported and would look at care issues but the prosecution side might

not get anywhere. That is the reason not to ask leading questions or let sexual abusers know what you are going to do.

If in doubt you should first discuss your concerns directly with your local or National Child Protection Officer who can help you in informing Childrens Services.

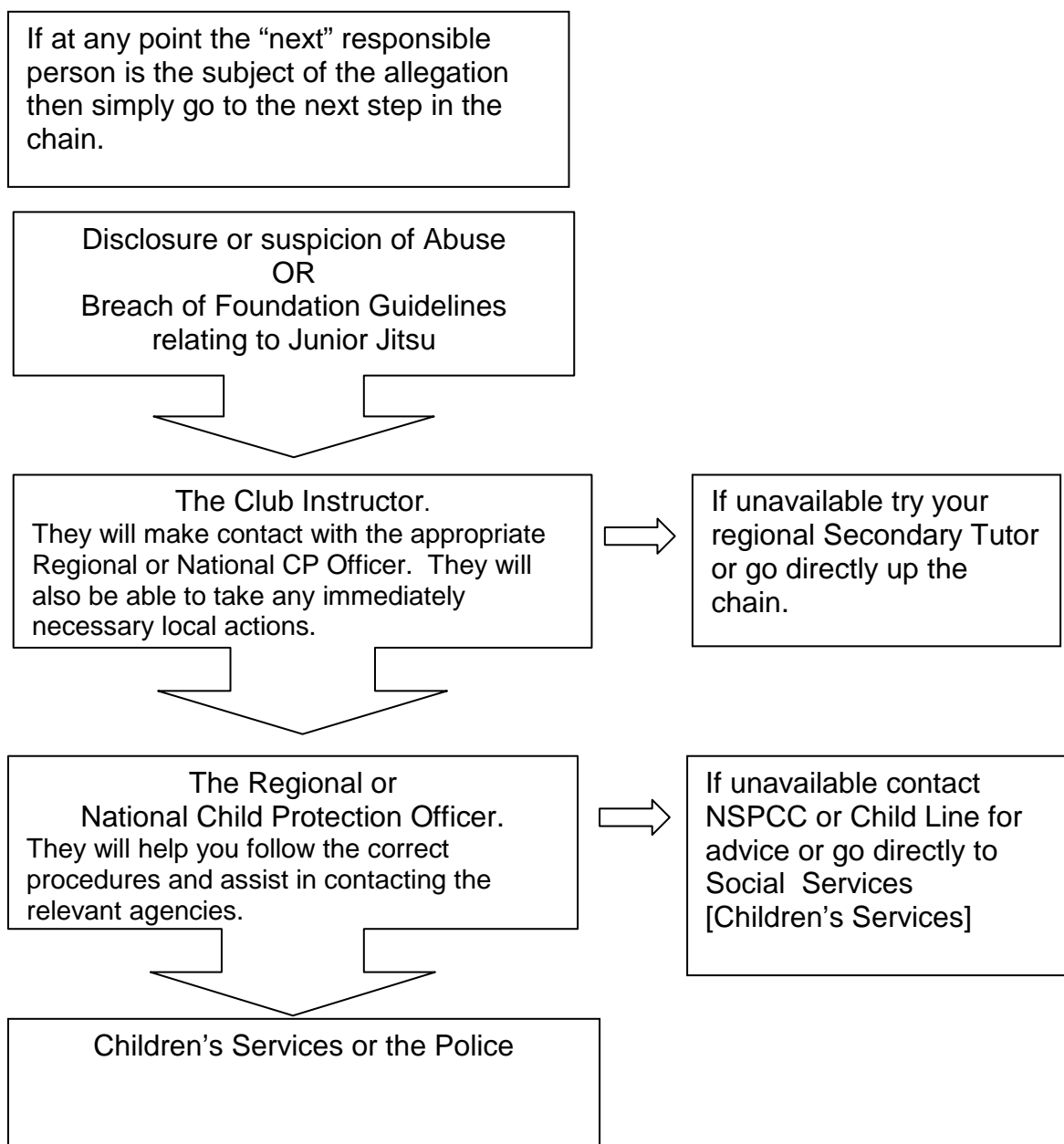
SUMMARY

- The welfare of the Child is of paramount importance in all issues relating to child protection.
- Talk to parents or carers to clarify any injury or change in behaviour (unless the allegations concern sexual abuse or the child may be placed at greater risk).
- If you are still concerned, contact local or National Child Protection Officer. If they are unavailable contact the duty officer at Children's Services
- Give clear, accurate details, child's name, address, and your concerns.
- Children's' Services will provide advice on what to do next, and they will take responsibility for ensuring appropriate investigations are undertaken if necessary.
- If the child requires urgent medical attention as a result of suspected abuse, you must seek this as a matter of urgency, and then inform Children's Services or the police. Seek advice from Children's Services BEFORE informing parents.
- Carefully record what you have seen, heard and done as soon as you can.
- Remember too that the principle of confidentiality in matters relating to child protection is vital, and information must only be shared with senior colleagues (where essential) and child protection professionals.

AT ALL TIMES REMEMBER THAT THE ACTIONS YOU ARE TAKING ARE FOR THE SAFETY AND WELFARE OF THE CHILD.

The Contact Chain

Even if the person suspected is not a member of the Foundation it is recommended you follow this chain, it is very likely that you will be affected by what you are told, unsure of what actions to take or who to turn to. The chain is intended to guide you to someone you already know, who can take responsibility and also make it easier to discuss. Remember we are here to support you and assist in getting help from the appropriate agencies.



What will happen ?

Our primary duty is to the care and protection of the children.

If the allegation involves someone outside of the Foundation, then any action will lie solely with Children's Services.

If there is any allegation of "abuse" against ANY member of the Foundation they will be **immediately suspended** from ANY involvement in Junior Jitsu until Children's Services investigations have reached a conclusion. Anyone involved in Junior Jitsu should be aware of this Policy and understand and accept that it is a necessary procedure for the protection of the children in our care.

Where we have involved Children's Services they will liaise with us regarding our role and outcome of the issue.

Irrespective of the findings of Children's Services or Police inquiries, the TJF Disciplinary committee will assess all individual cases to decide whether an Instructor or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision, especially where there is insufficient evidence for action by the police. The Disciplinary Committee must reach a decision based on the available information which could suggest that on the balance of probability; it is more likely than not that the allegation is true Even though there is no case to answer.

Just because legally there may not be a case to answer. The individual could still have broken the Foundation's Code of Practice.

Investigation Time Frames

On receipt of an allegation there is no prescribed timing for preliminary discussion by instructors to other instructors or heads of regions. However, once an allegation has been passed to The National Child Protection Officer [NCPO] the following timings will be adhered to:

1. Discussion on the allegation and what has already been done established.
2. If allegation has to be reported to the Authorities: viz. Children' Services in and out of hours, the police or the L.A.D.O [The Local Authority Designated Officer] who deals with Child Protection. This will be done as soon as reasonably possible by the NCPO, ideally within 24hrs.
3. Allegations that do not require immediate action will be reported by the NCPO as soon as possible, ideally within 7 days.
4. A record will be kept of actions taken.
5. The NCPO will follow up any reports that have been made and inform the referrer of any outcomes so that the referrer knows what has been done. However, the referrer may already know the current situation.
6. The NCPO will write a closure report and file this for any future reference

7. Senior members of the Foundation will be informed from the beginning of the investigation if any disciplinary or duty of care procedures have to be taken.

Aftermath of Abuse.

Consideration should be given to the support that children, parents and instructors may need after incidents of reporting abuse.

Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from them; see contact section for address and email.

Consideration should be given to what kind of support may be given to an alleged perpetrator.

Bullying

Bullying is a form of abuse, and when practiced by other students can have a detrimental effect on the victim.

It is considered helpful to occasionally remind the club from time to time that under no circumstances will Bullying be tolerated in the club or by members outside the club. This may help to warn potential bullies not to use Jitsu to bully.

If bullying is suspected the same procedures as above in should be followed.

Reassure the child they are not to blame

Listen to and believe **what the child says**; show you are taking what is being said seriously

Be honest, do not make promises you cannot keep. Explain you may have to tell other people in order to stop what is happening.

Make a written record of what you are told. (what happened, by whom, when)

Report concerns to the local or National Child Protection Officer, they will advise you on how to proceed. This may involve contacting the parents, or where appropriate informing the school.

Action towards The Bully(ies)

Talk with them, explain the situation, and attempt to make them understand the consequences of their action. Seek an apology to the victim(s).

Encourage and support the bullies to change behaviour.

Inform the bully's parents

Impose sanctions as necessary

Keep a written record of action taken

Ban from Jitsu if it continues

Recruitment and Training of Instructors and club volunteers.

It is a requirement of the Jitsu Foundation (TJF) that every lead instructor of a junior club has an Enhanced Disclosure carried out by the Disclosure and Barring Service (DBS).

All Junior Club Assistants, ON or OFF the Mat, need to be DBS checked by TJF

Assistants Instructors and club assistants on the mat and off the mat assistants can help prior to being DBS checked provided they are under constant direct audio and visual oversight by a DBS checked adult supervisor.

Use this table to help you work through the roles within your club and environment and then ask yourselves the questions about whether they meet the criteria for 'Regulated Activity' and/or an enhanced DBS check.

Position/Role	Brief description of activities in role	Is it 'Regulated Activity' and therefore eligible for a barred list check?	Reasons	Is it eligible for a DBS enhanced disclosure?
Lead Junior Club Instructor	Leads sessions with U18s teaching and instructing	YES	Unsupervised, teaching, training and instruction and meets frequency and intensity requirements	YES
Junior Club Assistant - Changing room assistant	Assists at sessions with U18s including responsibility for supervising intimate self care when juniors need to go the toilet	YES	Unsupervised, when supervising intimate self care	YES
Junior Club Assistant - Supervising adult in vehicle or walking group	Regularly attends the club and provides supervision of U18s during travel on away visits	YES	Unsupervised, when supervising and meets frequency and intensity requirements	YES
Junior Club Assistant - Overnight supervisor	Provides supervision of U18s during overnight away visits	YES	Unsupervised, when supervising and meets frequency and intensity requirements	YES
Regular Covering Instructor at Junior Club	Leads sessions with U18s teaching and instructing 4 times in a 30 day period	YES	Unsupervised, teaching, training and instruction and meets frequency and intensity requirements	YES
Regular Assisting Instructor (CI or AI) at a junior club	Assists with U18s teaching and instructing 4 times in a 30 day period	YES	Unsupervised, teaching, training and instruction. Full supervision is not possible long term so in practice all assisting instructors are also unsupervised.	YES
Adult junior club member (CA or below)	Trains with in club at same time as juniors	NO	Supervised, training.	NO
Occasional Covering Instructor at Junior Club	Leads sessions with U18s teaching and instructing less than 4 times in a 30 day period	NO	Unsupervised, teaching, training and instruction, but does not meet frequency and intensity requirements	NO
Adult junior club member (CA or below)	Trains with in club at same time as juniors	NO	Supervised, training.	NO

The TJF recommends that ALL club instructors attend a Good Practice and Child Protection Awareness training workshop to facilitate the development of a positive culture towards good practice and child protection.

Junior Club Assistants should also attend a Good Practice and Child Protection Awareness training workshop.

Details of the next available course can be obtained from
<http://www.sportscoachuk.org/workshops.php>
Sportscoach UK: 01132907612
Operations Manager, Gareth Horgan.

All Instructors and junior club assistants should receive or have access to a copy of this policy document and should understand the child protection procedures.

DBS DISCLOSURES

The protection of Children Act 1999 requires organisations filling 'childcare' positions to consult lists held by the Department for Education and Employment and the Department of Health, access to these lists is now via Disclosure.

Anyone who already has an Enhanced Disclosure for working with Children such as serving police officers or teachers can show their latest disclosure to a TJF DBS Checker who will advise the DBS Appointee of the details. The DBS Appointee will communicate this information to the National Child Protection Officer and whether the Disclosure can be accepted will be risk assessed.

The Jitsu Foundation uses an Umbrella Body- **The Media Group** for the applying for and receiving of Disclosures from the DBS. The TJF complies with the Code of Practice of both the umbrella body and the DBS, which includes the confidential handling, storage and destruction of Disclosures.

The Operations Manger is the DBS Appointee and as such will be informed if a disclosure is clear or has content. Additional DBS Appointees may be added at a future time, this will be publicised.

Please see the DBS Check Application Process for details of how to obtain a DBS Check for TJF.

http://www.jitsufoundation.org/members/downloads/DBS_Check_Application_Process.pdf

CONTACT NUMBERS / ADDRESSES

The Jitsu Foundation.

National Child Protection Officer : John Harquail

Address:

1 Sunnybank
Queens Road,
Crowborough.
East Sussex.
TN6 1QA

Tel: 01892 654100

E-mail: johnharquail@tiscali.co.uk

DBS Appointee : Gareth Horgan

Address : 36 Harley Crescent
Harrow ,
HA1 4XJ

Tel No : 0776 859 0107

E-mail : gareth@jitsufoundation.org

National 24 Hour Help Lines

NSPCC Help line : 0800 800500

ChildLine : 0800 1111

The British Association for Counselling.

1 Regent Place, Rugby CV21 2PJ Tel 01788 550899

Email : bac@bacp.co.uk

www.bacp.co.uk

Appendices

**Appendix A - The Jitsu Foundation Photography Consent
Form**

Junior Jitsu Photography Consent Form

The Jitsu Foundation recognises the need to ensure the safety and welfare of young people in sport. In accordance with our Child Protection Policy we will not permit photographs, images or video to be taken without the consent of parents/carers and children.

We wish to ask your permission to take photographs and video for the purpose of publicity. These images may appear in printed publications, on our web site, or in CD and DVD format or both. We may also send them to the news media.

Before taking any pictures, we need your permission. Please answer questions 1 and 2 below, then sign and date the form where shown. Please circle: Yes or No

1. May we use your image(s), or those of your child(ren) if under 18, in our publicity material, including printed publications, videos and our web site (delete if this does not apply)?

Yes / No

Please note that web sites can be viewed throughout the world, not just in the United Kingdom where UK law applies. This form is valid for five years from the date of signing.

2. We sometimes send publicity material about our services, including photographs where appropriate, to the news media, especially the local press. Can we use your photograph, or your child's, in this way?

Yes / No

SignatureDate

Print Name

Please print your name in capitals (and your child's name if appropriate):

Conditions of use

1. This form is valid for five years from the date of signing. The consent will automatically expire after this time.
2. We will not re-use any images in new publications from the date of expiry.
3. We will not include details or full names (which means first name and surname) of any child or adult in an image on video, on our web site, or in printed publications, without good reason.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video or on our web site or in printed publications.
5. If we use images of individual children, we will not use the name of that child in the accompanying text or photo caption without your permission.
6. We may use group images with very general labels, such as "break falling".
7. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Appendix B - Verify that, Club Certificate Template

This is to verify that,

The Instructors in

**HOLD A MANDATE TO TEACH FROM THE JITSU FOUNDATION WHICH
REQUIRES THEY HAVE:**

- A current and valid TJF Licence to practice •
- Current Professional indemnity insurance •
- Satisfactorily completed all the relevant Instructors Courses •
- Attended a TJF recognised First Aid Course •

In addition Instructors of Junior Clubs are required by law to have:

- An Enhanced CRB or DBS Check •

The mandate is renewed each year and instructors are removed from position should any of the above requirements expire

FOR ANY QUESTIONS REGARDING THESE DOCUMENTS;
PLEASE MAKE ARRANGEMENTS WITH THE ON-THE-MAT INSTRUCTOR

**FOR ANY CONCERNS AROUND CHILD PROTECTION
OR BAD PRACTICE, PLEASE CONTACT:**

**JOHN HARQUAIL, National Child Protection Officer for
The Jitsu Foundation - 01892 654100**

OR

The Jitsu Foundation Head Office - 0844 571 4412

OR

Childline, 0800 1111

OR

NSPCC Help Line, 0800 800500

OR

The Local Authority Children's Services,

Appendix C - Child Protection Incident Report Form

THE JITSU FOUNDATION Incident Report Of bad practice Or Child protection.		
Club:	Date:	
Person writing this report:		
Position:		
Contact details :		
Telephone:		
Email:		
DETAILS OF INCIDENT		
What the report is about: Bad practice / Child Protection / both – delete as appropriate		
Concerning:		
Name	Age	
Address		
Incident: Brief description of the context of this report.		
Details the content of your interview.		
What you were told [Please refer to your notes and enclose them with this report] State clearly what you were told and any questions you asked for clarification.		
State: Time, Date and place where this questioning took place.		
Date:	Time:	Location:
Name any witnesses to this conversation.		
State what action you took after this disclosure: Who you contacted. What they told you. Give Names, Time and date of contacts.		
Give a general statement as to the action eg Children's Services to Investigate./Police Informed/ Or No further Action.		
Any other information?		
Signed		
Please keep this written document and notes, but a complete copy of both must be sent to: Gareth Horgan, Confidential, The Jitsu Foundation, PO Box 5068, Bath, BA1 0QD or scan email to gareth@jitsufoundation.org		

**Appendix D – Risk assessment guidance for integrated junior
and senior training**



Risk assessment guidance for integrated junior and senior training

1. All checks, balances and guidelines as outlined in the Jitsu Foundation Child Protection Policy will follow the child onto and off the senior mat.
2. All Instructors must be on the Jitsu Foundation list of mandated instructors www.jitsufoundation.org/mandatedinstructors.asp
3. Instructors should constantly assess how they direct juniors and seniors to train and introduce additional safeguards to ensure the safety of all as far as reasonably practicable, giving particular consideration to all juniors on and off the mat.

Key factors to assess include:

- age of children.
 - how this relates to the difference between the junior and the senior in relation to their:
 - emotional and intellectual understanding, capacity and concentration.
 - physical strength and stamina.
 - availability of additional supervision/support.
 - availability of additional supervision/support to meet needs of some or all participants (eg due to disability).
 - competence/experience of participants for the specific activity.
 - number of participants.
4. If juniors will be training with seniors the instructor, examiner or course instructor/tutor must ensure that all seniors are given a briefing prior to their training with any junior.

This briefing should make it clear that all techniques and locking techniques in particular must be carried out:

- by the junior first
 - with restraint
 - at a speed which allows time for the junior to consciously react
 - such that the impact of any intended fall is appropriate to the experience, age and size of the junior and is approximately the same as it would be if the junior were training with another junior of the same size and age.
5. There is no "One solution that fits all" and Instructors must use their judgement and be ready to be held accountable for their decisions, constantly asking the question "Is it safe as far as reasonably practicable for this junior to do what I am asking?"