



# Shikukai Karate-Do International

## Safe Training Practices Policy

(Incorporating Safeguarding Children, Young People and Adults at Risk)

### Policy Statement

Shikukai Karate-Do International takes the safety of all its members and guests seriously and acknowledges the duty of care to safeguard and promote the welfare of children, young people and adults at risk in particular. We are committed to ensuring our safeguarding practice reflects statutory responsibilities and government guidance, and that it complies with best practice and requirements of Working Together to Safeguard Children (2015) and the Standards for Safeguarding and Protecting Children in Sport (2018).

This policy recognises that the welfare and interests of children, young people and adults at risk are paramount in all circumstances. It aims to ensure that everyone, regardless of age, culture, ability or disability, gender, language, racial origin, religion or belief, sex or sexual identity or socio-economic background, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Everyone within the association has a responsibility to report concerns to the designated Safeguarding Officer and/or Deputy.

We fully comply with the EKF (English Karate Federation) Safeguarding Policy.

### Policy Aims

Shikukai Karate-Do International wants to ensure all members and guests, whether they are children, young people, adults at risk or adults:

- have a positive and enjoyable experience of karate
- can train in a safe (and child-centred where appropriate) environment
- are protected from abuse whilst participating in club activities
- are protected from abuse while in the care of our instructors

Shikukai Karate-Do International acknowledges that some people, including disabled children and 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.

### Policy Actions

As part of our Safe Training Practices Policy, Shikukai Karate-Do International will:

1. Promote and prioritise the safety and wellbeing of children, young people and adults at risk. We will do this by:
  - identifying an association Safeguarding Officer and Deputy Safeguarding Officer

- publishing safeguarding information on the Shikukai Karate-Do International website with contact details for the Safeguarding Officer and Deputy with reporting forms and other useful links and information
  - ensuring all Shikukai club websites and microsities have easy links to the Shikukai safeguarding information
2. 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, young people and adults-at-risk. We will do this by:
- providing annual safeguarding training for all Shikukai Karate-Do International club instructors and assistants at the first Instructors Course of each year
3. Ensure appropriate action is taken in the event of incidents/concerns of abuse. We will:
- have clear procedures for reporting incidents and concerns to the Safeguarding Officer and/or Deputy which will be published on the association website
  - liaise directly with the EKF (English Karate Federation) Safeguarding Team for all incidents and concerns reported to the Safeguarding Officer and/or Deputy to ensure that safeguarding is taken seriously within the association
  - ensure all instructors are reminded of these procedures and expectations at the annual safeguarding training
  - provide support to individual/s when a concern or disclosure is raised, following all advice given by the EKF Safeguarding Team and keeping them informed of the progress of any action or report as appropriate
  - ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
4. Prevent the employment/deployment of unsuitable individuals. We will do this by:
- ensuring all instructors, associate instructors and officers complete DBS checks annually (EKF compliance), *regardless of the age of their students*
  - keeping confidential and accurate records of DBS checks, maintained and securely stored by the safeguarding officers
  - discussing any issues identified through the DBS system with the Chief Instructor for consideration of an individual's suitability to teach or hold office within Shikukai Karate-Do International
5. Ensure robust safe training and safeguarding arrangements and procedures are in operation.
- It is the Shikukai Karate-Do International policy that all children training will be capable of toileting without assistance, including undressing and dressing themselves, otherwise a responsible adult must remain present or nearby and accessible to support them
  - It is Shikukai Karate-Do International policy that no-one under the age of 5 will participate in training or events at association or club level

- Where possible, young people will train in classes suitable to their age and ability and, when in a mixed class, care will be taken to ensure measures are put in place that prioritises their safety
- All clubs will have a Risk Assessment in place (See template/model in Appendix A which can be adopted and adapted to each club's needs)
- In exceptional circumstances, a Risk Assessment will be completed for individuals who need assistance above that normally provided for other students
- In line with EKF policy, members of Shikukai Karate-Do International will not routinely give lifts to children, young people or adults at risk in their cars, nor will they give lifts to and from events. In unavoidable or unusual circumstances, lifts should be done with the full knowledge and consent of someone in charge of the club and/or the child's parents.
- In line with EKF policy (6.3), the following should be avoided except in emergencies:
  - spending excessive amounts of time with children alone or away from others
  - taking children to your home where they will be alone with you
- In line with EKF policy (6.3), the following should never be sanctioned:
  - engaging in rough, physical or sexually provocative games
  - sharing a room with a child (or vulnerable person)
  - allowing or engaging in any form of inappropriate touching
  - allowing children (or other persons) to use inappropriate language unchallenged
  - making sexually suggestive comments to a child (or vulnerable student)
  - reducing a child to tears with intent, as a form of control
  - allowing allegations made by a child (or any person) to go unchallenged, unrecorded or not acted upon
  - doing things of a personal nature for children or disabled adults (young people and adults at risk) that they can do for themselves
  - inviting or allowing children (or vulnerable people) to stay with you at your home unsupervised
- Association instructors and officials will not "friend" or "follow" under 18's or vulnerable adults on any social media platforms
- Association instructors or officials will not engage in sexual or romantic relationships with any student under the age of 18
- The following incidents must be reported immediately to another colleague, where possible, and a record of the incident should be made and passed to the Safeguarding Officer and/or Deputy. Parents/carers should be informed:
  - A child, young person or adult at risk is accidentally hurt
  - A child, young person or adult at risk is distressed in any manner
  - A student appears to be sexually aroused by your actions
  - A child, young person or adult at risk misunderstands or misinterprets something you have said or done

- All accidents and injuries will be recorded on an accident report form and kept by club instructors (See Appendix B)
- All association instructors and officials will be expected to familiarise themselves with the EKF Safeguarding Policy to ensure they have a good understanding of safe training practices for all
- All instructors and associate instructors within Shikukai Karate-Do International will be expected to have their own Professional Indemnity insurance and, where necessary, Public Liability insurance. Where student ratios are specified as part of the policy they will be strictly adhered to. Where numbers are not specified in the policy, the following should be used for club training, provided that the venue can safely accommodate the numbers and activities:
  - 1 instructor to 25 adults
  - 1 instructor to 20 children
  - 1 instructor to 20 mixed age students
  - 1 instructor with a senior student (over 18 years of age and minimum 3<sup>rd</sup> Kyu) supporting under the instructor's supervision to 40 adults
  - 1 instructor with a senior student (over 18 years of age and minimum 3<sup>rd</sup> Kyu) supporting under the instructor's supervision to 30 children
  - 1 instructor with a senior student (over 18 years of age and minimum 3<sup>rd</sup> Kyu) supporting under the instructor's supervision to 30 mixed age students
  - Where necessary, a split class with some students observing while others train can be run using the maximum numbers above for those participating in practical training activities at any one time
- Member to Member insurance is provided by the EKF through association membership. Club instructors will monitor renewals to ensure their members are covered.
- When association courses and events are being planned, the senior instructors and hosts will ensure appropriate plans are in place for safe training and supervision. These may be adjusted at any time during a course to reflect the number of students in attendance and the activities undertaken through a "live" risk assessment.
- All clubs will have Emergency First Aid provision in place. Where this is not provided by a venue, the club instructor, or a designated person who will be in attendance at all sessions, will undertake training which will be renewed every three years.
- It is every club instructor's responsibility to keep abreast of current good practice, such as not performing assisted stretching exercises with children and young people. We will do this by:
  - keeping abreast of current guidance offered by the EKF
  - highlighting relevant updates at Instructors' Courses and Meetings
  - reviewing best practice guidance as part of the annual safeguarding training

## **Shikukai Karate-Do International Safeguarding Team**

*Safeguarding Officer*

Rob Selby

[robSelbywadoryu@yahoo.co.uk](mailto:robSelbywadoryu@yahoo.co.uk)

07850 150934

*Deputy Safeguarding Officer*

Sue Dodd

[suedodd7@hotmail.co.uk](mailto:suedodd7@hotmail.co.uk)

07957 115718

*EKF Safeguarding Team & Reporting Concerns*

Should anyone prefer to report concerns directly to the EKF they have their own safeguarding team and reporting procedure

<https://www.englishkaratefederation.com/safeguarding>

<https://www.englishkaratefederation.com/safeguarding/reporting-concerns>

### **Policy Adoption, Monitoring and Review**

This policy will be widely promoted and its adoption is mandatory for everyone operating within the UK as a member of Shikukai Karate-Do International. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal from the organisation. Members of the association located outside the UK should adopt the policy's intention for safe training as fully as possible but local rules and governance may require some adaptation to be applied.

The policy will be reviewed annually or before:

- as a result of changes in legislation and/or government guidance
- as required by the Working Together to Safeguard Children / Safeguarding and Protecting Children in Sport
- as a result of any other significant change or event



Policy adopted at a meeting on 7 January 2023

To be reviewed January 2024

## Appendix A – Model Dojo Risk Assessment

No.	POTENTIAL RISK	NLMH	MANAGEMENT OF RISK
1	Grit on floor from outdoor shoes etc.	N	Walk dojo floor, scanning for debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If excessive grit/dust found, report the problem or manually sweep with brush before allowing training to commence.
2	Broken glass/plastic on floor	N	Assess overhead lighting and windows for damage. Walk dojo floor, scanning for glass/plastic debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If shards found, manually sweep with brush (larger pieces only) and vacuum rest before allowing training to commence.
3	Gym equipment, chairs etc. around perimeter of dojo	N	Where obstruction cannot be moved out of the way, ensure at least 1m clearance is maintained throughout the training session. Extra vigilance required throughout the training session.
4	Wet patches on floor from leaking roof or drink spillage.	N	Mop up floor and ensure dry before allowing training on damp area, report problem to caretaker/janitor etc. Drinks to be prohibited from the vicinity of the main training area.
5	Lacerations from uncut fingernails, toenails or jewellery.	N	Advise students to keep fingernails and toenails cut short. Prohibit the wearing of all body jewellery i.e. rings, earrings, neck chains including all body piercing. If jewellery/piercing cannot be removed, then they must be taped over during training.
6	Trip hazard from trousers that are too long.	N	Advise students to wear only correctly fitting karate-gi trousers.
7	Impact injury from incorrectly controlled techniques.	L	Advise students to exercise control at all times and wear protective equipment i.e. mitts, groin/chest guards, shin protectors and gum shields where considered appropriate.
8	Spread of contagious foot conditions such as athletes' foot, verrucae etc.	L	Shield infected feet with suitable non-slip foot covering while training. Training shoes should be considered as a last resort as others train on bare feet, extreme care must be taken. Consideration should be given to segregating student with training shoes during certain activities thus avoiding the risk of injury to others.
9	Children wandering off, getting lost or abducted at end of class or during toilet visits.	L	Operate a "meet and greet" policy i.e. parents must bring younger children into the dojo and pick them up from the dojo (not the car park). Limit toilet visits where possible and, when necessary, arrange for supervised group trips i.e. accompanied by a responsible person.
10	Accidental physical contact between children training in a class.	L	Aim to match size/weight of children paired together or appropriate cautions given to training partners. Also take into consideration differing technical abilities of students.
11	Impact injury or sprain from use of training aids (e.g. focus pads or wooden knife).	L	Advise students on correct practise methods and purpose. Controlled use of all aids.
Review date:			Signed:

RISK LEVEL N = Negligible / L = Low / M = Medium / H = High

**Appendix B – Model Accident Report Form**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

INJURED PERSON'S NAME \_\_\_\_\_ DOB \_\_\_\_\_

GRADE \_\_\_\_\_ LICENCE NUMBER \_\_\_\_\_ EXPIRY \_\_\_\_\_

**ACCIDENT DETAILS**

DESCRIPTION OF HOW ACCIDENT OCCURRED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NATURE AND TYPE OF INJURY \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KEY WITNESSES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/CARER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_