



South Coast Choi Kwang Do (SCCKD)  
1. Safeguarding Policy

Policy Owner	Welfare Officer
School Owner	Mr Neil Cowie
School Owner	Mr David Storey
Version	4.0
Date	September 2017
Review	September 2019

# 1. Safeguarding Policy

## 1.1 Policy Statement

Everyone who participates in South Coast Choi Kwang Do (SCCKD) is entitled to do so in an enjoyable and safe environment. SCCKD have a moral and legal obligation to ensure that, when given responsibility for any child, all instructors must provide them with the highest possible standard of care.

**A child is defined as “anyone who has not yet reached their 18<sup>th</sup> birthday” (The Children Acts 1989 and 2004)**

SCCKD’s Welfare Officer and two School Owners receive regular safeguarding training and they are committed to devising and implementing policies to enable the SCCKD instructor team to understand and accept their responsibilities to safeguard children. All SCCKD instructors aged 16 or over will be subject to a Disclosure and Barring Service (DBS) check and this will be regularly reviewed. DBS Certification numbers are available on request.

The aim of this policy is to promote good practice, providing children with appropriate safety/protection whilst in the care of SCCKD and to allow all instructors to make informed and confident responses to specific safeguarding issues.

SCCKD is committed to the following:

- The welfare of the child is paramount
- Working in partnership with parents/carers and children is essential for the protection of children
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Choi Kwang Do (CKD) in an enjoyable and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- Treating any suspicions or allegations seriously and acting upon them swiftly and appropriately
- Supporting a child/parent when speaking with a third party – see Appendix H for a sample statement

## 1.2 Promoting Good Practice

All instructors should be excellent role models, demonstrating exemplary behaviour in order to provide the best possible experience for children, and also to protect children and themselves from allegations. The following guidelines should be used in conjunction with the SCCKD Instructors Code of Conduct Policy:

- Always work in an open environment, avoiding private or unobserved situations
- Encourage open communication
- Treat all children equally with respect and dignity
- Always put the welfare of each child first
- Maintain a safe and appropriate distance with children, for example it is not appropriate to build an intimate relationship with a child
- Ensure that if any form of physical contact is required, it should be provided openly and in accordance with SCCKD’s Physical Contact Guidelines, see Appendix A
- Keep up to date with technical skills, instructor training, insurance and DBS checks
- Involve parents/carers wherever possible
- Give enthusiastic and constructive feedback rather than negative criticism
- Provide a written record of any injury that occurs, along with the details of any treatment given (please refer to SCCKD’s Health and Safety Policy, section 3.4 First Aid)

### **Practices to be avoided**

The following should be avoided, except in emergencies. If a case arises where situations are unavoidable (for example, the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up their child at the end of a session), it should be with the full knowledge and consent of the Welfare Officer and/or School Owner(s), or the child’s parent/carer.

- Spending excessive amounts of time alone with a child/children, away from others

- One-to-one situations with a child - always have another adult present (this does not need to be another instructor)

### **1.3 Reporting a Concern**

Any concerns or disclosures over poor practice or suspected abuse should be reported initially to the Welfare Officer, who will take appropriate steps to ensure the safety of the child in question and any other children who may be at risk. If the Welfare Officer is the subject of the concern/disclosure then the report must be made to the School Owner, who will then take on the role of Welfare Officer in this instance.

The Welfare Officer will ensure that they have a detailed record of any reported concerns or disclosures, see 1.6 Recording Information in this policy.

If a concern/disclosure is made inside of SCCKD then the flowchart in Appendix B shall be used to determine what further action should be taken.

If a concern/disclosure is made outside of SCCKD and the child is in immediate danger or is injured then contact the emergency services. If the child is not in immediate danger or is not injured then contact the Local Authority Designated Officer (LADO) on 01962 876364.

Alternatively, if you're worried about a child, even if you're unsure, contact the NSPCC helpline for help, advice and support.

- The 24/7 helpline number is 0808 800 5000
- Email address [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Contact the parent/carer of the child as soon as possible following advice from the relevant organisations.

### **1.4 Abuse**

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. There are four main types of abuse: physical abuse, sexual abuse, emotional abuse and neglect. For a full description of these types of abuse, and also indicators of abuse, please refer to Appendix C - Glossary, Ref: Working together to safeguard children, HM Government, March 2015.

### **1.5 Responding to Suspicions and Allegations**

It is not the responsibility of SCCKD instructors to decide whether or not child abuse has taken place. However there is a responsibility to act on any suspicions or allegations that may be brought to their attention, either within, or outside of SCCKD. An instructor may see/hear the abuse taking place, the instructor may suspect abuse is taking place because of signs such as those mentioned in the 'Indicators of Abuse' section in Appendix C, or the suspicion/allegation may be reported to the instructor by someone else, including directly by the child affected.

It is particularly important to respond appropriately. If a child says or indicates that they are being abused, the instructor must:

- Stay calm so as not to frighten the child
- Reassure the child that they are not to blame and that it was right to tell
- Listen to the child, showing that you are taking them seriously
- Not ask any leading questions, only ask questions to clarify what the child has said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led, or words and ideas have been suggested during questioning
- Inform the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing
- Seek medical attention if required, informing the medical professional of the concern and ensure they are made aware that this is a child protection issue
- Record all information accurately, see Appendix D, Recording a disclosure/concern
- Report the incident to the Welfare Officer or School Owner

## 1.6 Recording Information

To ensure that any information regarding a disclosure/concern is accurate, a detailed record (Appendix D) of the facts should always be recorded at the time of the disclosure/concern. Do not include your own opinions.

Information should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents or any relevant authorities been contacted? What was the outcome?
- Has anyone else been consulted?

## 1.7 Confidentiality

Any information in relation to a child/young person should be shared on a 'Need to Know' basis. However, the sharing of information is vital to child protection and therefore, the issues of confidentiality becomes secondary to the child/young person's need for protection.

## 1.8 Photography and Video Consent

See Appendix E

## 1.9 Drop-Off and Collection Consent

See Appendix F

## 1.10 Monitoring and Reviewing the Policy

The Welfare Officer and School Owner(s) will review the policy every 2 years, or sooner if there is a major change within the organisation of SCCKD or in relevant legislation.

## 1.11 Declaration

On behalf of **South Coast Choi Kwang Do** we, the undersigned, will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure that it is adhered to.

**Signature: [Original Signed]**

**Mr Neil Cowie - School Owner / Chief Instructor**  
**Date: 24<sup>th</sup> September 2017**

**Signature: [Original Signed]**

**Mr David Storey - School Owner / Chief Instructor**  
**Date: 24<sup>th</sup> September 2017**

**Signature: [Original Signed]**

**Mrs Helen Storey - Welfare Officer**  
**Date: 24<sup>th</sup> September 2017**

