



Safeguarding Policy



IN MARTIAL ARTS

The purpose and scope of this policy statement

Leadership Martial Arts works with children and families as part of its activities.

The purpose of this policy statement is to:

- protect children, young people and vulnerable adults who take part in Leadership Martial Arts' services, events and activities.
- Look after the wellbeing of adults who take part in martial arts.
- set out the overarching principles that guide our approach to safeguarding.
- to ensure that we operate in line with our values and within the law with all of our safeguarding activities.

This policy statement applies to all staff, volunteers and other adults associated with Leadership Martial Arts.

Introduction

Leadership Martial Arts acknowledges the duty of care to safeguard and promote the welfare of children & adults (including 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 everyone, and especially children & vulnerable adults, are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all who take part in our activities:

- have a positive and enjoyable experience of sport at Leadership Martial Arts in a safe and student-centred environment,
- are protected from abuse whilst participating in Martial Arts or outside of the activity.

Leadership Martial Arts acknowledges that some students, including students with disabilities, 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. Leadership Martial Arts recognises disabilities can change over time, and that disabilities can refer to physical and/or mental impairments, which may be hidden.

Leadership Martial Arts is also committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in martial arts in accordance with the Care Act 2014.

As part of our safeguarding policy Leadership Martial Arts will:

- promote and prioritise the safety and wellbeing of all students, particularly children, young people and vulnerable adults.
- respect the rights, dignity and worth of all students.
- 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.
- 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.

Leadership Martial Arts Safeguarding Policy

- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the employment/deployment of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.
- Recognise the roles and responsibilities of the statutory agencies in safeguarding and is committed to complying with the procedures of the Local Authority Safeguarding Boards.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Leadership Martial Arts. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board or UK Sport.
- as a result of any other significant change or event.

Key Definitions

- Anyone under the age of 18 should be considered as a child for the purposes of this document.
- A vulnerable adult is a person over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness. A vulnerable adult is or may be unable to take care of him or herself, or is unable to protect him or herself from significant harm or serious exploitation.
- Any reference to LMA refers to Leadership Martial Arts Ltd., all schools within the Leadership Martial Arts group, all franchises, and any events organised by any member of the group.
- All references to parents extend to guardians and carers who have the primary caregiving responsibility for the child in question.

The nominated Child Protection & Safeguarding Officers for Leadership Martial Arts:

Lead Safeguarding Officer

John Danby
enquiry@leadershipma.co.uk
01793 232672.

Deputy Safeguarding Officer

Michael Hardy
michaelhardy@leadershipma.co.uk

The Chief Executive of Leadership Martial Arts is John Danby.

For issues involving children, you can also contact the NSPCC for help or advice on 0808 800 5000 or email help@nspcc.org.uk.

Definitions of Child Abuse

The term child abuse is used to describe ways in which children are harmed, usually by adults and often by those they know and trust.

According to Keeping Children Safe in Education 2018, the following are the main types of child abuse, though a child may experience more than one kind at any one time in his/her life.

Physical Abuse – Occasions when parents, adults or other children deliberately inflict injuries on a child ,or knowingly do not prevent such injuries. It includes injury caused by hitting, shaking, squeezing, burning, biting or using excessive force and giving children alcohol, inappropriate drugs or poison, and attempts to suffocate or drown them. Physical abuse may also be deemed to occur if the nature and intensity of training disregards the capacity of the child’s immature and growing body or predisposes the child to injury resulting from fatigue or overuse.

Emotional Abuse – Occasions when adults fail to show children due care and attention or threaten, use sarcasm, taunt or shout at a child causing him/her to lose self-confidence or self-esteem and become nervous or withdrawn. These may also occur when an adult repeatedly ignores or fails to respond to a child’s efforts or progress, or places the child under unrealistic pressure to perform to high expectations constantly.

Neglect – Occasions where adults fail to meet a child’s essential needs, such as adequate clothing, food, warmth and medical care. It also includes occasions where an adult leaves a child alone without proper supervision, or does not ensure that the child is safe or exposes them to undue extremes of temperature or risk of injury.

Sexual abuse – Occurs when males and females use children to meet their own sexual needs. Examples include forcing a child to take part in sexual activity such as sexual intercourse, masturbation, oral sex, anal intercourse, fondling or exposure to pornographic material. This also includes suggestions that sexual favours can help (or refusal can hinder) a career.

Related issues

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to protect children. These include:

- Child Sexual Exploitation
- Hate crimes
- Abuse in domestic settings
- Honour based violence
- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence
- Membership of gangs inclined to use violence.

All forms of **bullying**, both verbal and physical from other children is also a form of abuse and there is a requirement for all within the sport to ensure that there are sufficient mechanisms to report instances of bullying.

There is also the **abuse of trust** – Where young people are indoctrinated with attitudes to training, drugs and cheating, or social, political or religious views which are unacceptable to the student's family, community or rules of the sport.

The **inappropriate use of photographic material** taken at sporting events is an area of abuse that is increasing and all those involved within the sport should be aware of this. LMA's *Photography Policy* deals with this and is essential reading in conjunction with this document.

Identifying Child Abuse

Dealing with child abuse is rarely straightforward. In some cases, a child's disturbed behaviour, or an injury may suggest that the child is being abused. In many situations however, the signs will not be clear cut and decisions about what action to take can be difficult.

Possible signs include:

- Uncharacteristic changes in the child's behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper.
- Gossip from the sidelines.
- Bruises and injuries not typical of the sport or injury for which the explanation seems inconsistent.
- Signs of discomfort and pain.
- Reluctance to remove outer clothing.
- The child becomes increasingly dirty or unkempt.
- The child loses weight for no apparent reason.
- Nervousness when approached or touched.
- Fear of particular adults – especially those with whom a close relationship would normally be expected.
- The child wishes to switch instructor without reasonable explanation.
- Inappropriate sexual awareness.
- Children who are always alone and unaccompanied and/or are prevented from socialising with other children.
- Children who are reluctant to go home.

It must be recognised that the above list is not exhaustive, and the presence of one or more indicators is not necessarily proof that abuse is actually taking place.

It is not the responsibility of those working in martial arts to decide that child abuse is occurring, but it is a responsibility to follow through on any concerns.

Definitions of Adult Safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”
- **Prevention** – It is better to take action before harm occurs.
“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
- **Proportionality** – The least intrusive response appropriate to the risk presented.
“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”
- **Protection** – Support and representation for those in greatest need.
“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”
- **Accountability** – Accountability and transparency in delivering safeguarding.
“I understand the role of everyone involved in my life and so do they.”

Types of Abuse and Neglect in Adults

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be an exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

Self-neglect – this covers a wide range of behaviour: neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Domestic Abuse & coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions, or failing to protect someone from harm.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This also includes “revenge porn”, where sexually explicit images or videos of a person are forwarded to others or posted on the Internet, typically by a former partner, without the consent of the subject and in order to cause them distress or embarrassment.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate Crime – a ‘mate crime’ as defined by the Safety Net Project as ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Identifying Abuse in Adults

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in Leadership Martial Arts who a student comes into contact with. Or fellow students, instructors, assistant instructors or volunteers may suspect that a student is being abused or neglected outside of our classes or events.

There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Uncharacteristic changes in the student's behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper.
- Gossip in class.
- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Reluctance to remove outer clothing.
- Someone losing or gaining weight / an unkempt appearance. This could be a student whose appearance becomes unkempt, damaged/misplaced uniform and deterioration in hygiene.
- Nervousness when approached or touched.
- Striking with inappropriate force / anger issues when training, especially if training with a particular group, e.g. a young woman who is aggressive & angry when training with an older male.
- The student wishing to switch instructor without reasonable explanation.
- Students who are reluctant to go home.
- Someone who's belongings or money are going missing.
- Someone who is not attending / no longer enjoying their sessions. You may notice that a student suddenly begins missing classes and is not responding to reminders and contact, or is evasive when is asked.
- A change in the behaviour or confidence of a person. For example, a student may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their friends whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- Harassing of fellow students because they are or are perceived to have protected characteristics.
- Not meeting their own wellbeing needs. E.g. this could be training without a necessary break, training with an unusual intensity.
- Someone intentionally striking a student.
- A student who sends unwanted sexually explicit text messages to another student (especially a vulnerable student) they are training alongside.
- Inappropriately detrimental / harsh coaching comments when training together.
- A student threatening another student with physical harm and persistently blaming them for poor performance.
- They may tell you / another person they are being abused – i.e. a disclosure.

As with child abuse, it must be recognised that the above list is not exhaustive, and the presence of one or more indicators is not necessarily proof that abuse is actually taking place.

It is not the responsibility of those working in martial arts to decide that abuse is occurring, but it is a responsibility to follow through on any concerns.

Promoting Good Practice

By promoting good practice throughout Leadership Martial Arts and in the wider context of the sport it is possible to reduce situations for the abuse.

The appointment of a Safeguarding Officer is key in this process and will be encouraged to promote good practice throughout the organisation and by ensuring everyone is aware of their responsibilities. This role may include leading by example and organising simple training briefings.

In addition to the procedures described above it is the Safeguarding Officer's responsibility to ensure that all schools get all Instructors and Assistant Instructors to complete the appropriate DBS checks on commencement of working for Leadership Martial Arts, and re-checked at most every 2 years. References may be sought on commencement of working with LMA where appropriate.

Use of photography and video recorders – There has been an increase in the misuse of sports photography and video photography in the sporting arena. LMA's *Photography Policy* deals with this and must be read & followed at all classes & events.

Bullying – There is a possibility that bullying may occur between students and all involved in martial arts are encouraged to be aware of this possibility. Everyone in Leadership Martial Arts should understand bullying will not be tolerated in any form. LMA takes the problem seriously and will investigate any incident and decide on appropriate action. Children are able to report the instance of bullying (of themselves or other students) to someone in authority, preferably their Instructor or the Safeguarding Officer.

Team management/Team Travel – Implicit within this policy is the Duty of Care that a Team Manager and LMA has to its young members when travelling to events. It is recommended that the senior instructor on duty travels with a full address list and contact telephone numbers for all children within the team. This will allow the Team Managers to take the necessary action in the event of an emergency.

For those events that require an overnight stay in lodgings/hotels it is essential that team managers take the necessary action to prevent the misuse of alcohol and access to adult video/film channels.

Roles

For effective implementation of this policy all deliverers of martial arts tuition must work in partnership, each with a role to ensure the protection of everyone in their care.

The role of Leadership Martial Arts will be as follows:

- To always have a minimum of two Child Protection / Safeguarding Officers (one lead & one deputy).
- To accept that all Instructors, Assistant Instructors and those who work for Leadership Martial Arts have responsibilities in this area and be prepared to respond to any indication of abuse.
- To be ready to respond to bad practise.
- To implement any recommendations of UK Sport England or organisations such as the NSPCC relating to this area.
- To maintain confidentiality of the student and the accused.

The role of the Child Protection / Safeguarding Officers will be as follows:

- To ensure all Instructors & Assistant Instructors complete a DBS check & regular re-checks.
- To receive and advise on reports from other Instructors.
- To initiate action, ensuring all appropriate persons have been contacted.

The role of Leadership Martial Arts Chief Executive will be as follows:

- To appoint a disciplinary panel when necessary.
- To provide support and guidance to the Child Protection / Safeguarding Officers.
- To make decisions on misconduct.
- To inform all appropriate individuals and bodies of their decision.
- To provide training for Child Protection / Safeguarding Officers.
- To keep a list of all disqualified persons.
- To monitor the policy.

Everyone has the responsibility to maintain awareness and openness with regard to child protection & safeguarding issues.

Responding to Complaints & Alleged or Suspected Incidents

If you have concerns about a student's safety and or wellbeing you must act on these.

It is not your responsibility to decide whether or not someone has been abused. It is however your responsibility to act on any concerns.

Abuse may become apparent in a number of ways:

- A student may tell you.
- A third party may have reported an incident, or may have a strong suspicion.
- You may have a suspicion.

If you are concerned someone is in immediate danger or requires medical attention, the senior instructor on duty should call the emergency services on 999. For children under 18 you can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. Where you suspect that a crime is being committed, you **must** involve the police.

This is an immediate responsibility and will take priority over informing the Safeguard Officer. In these circumstances you **must** alert the Safeguarding Officer urgently.

If an allegation is brought to your attention:

Step 1 – Listen and Reassure

DO

- Stay Calm – do not rush into inappropriate action.
- Reassure – especially with children or vulnerable adults, it's important to reassure that they are not to blame and confirm that you know how difficult it must be to confide.
- Listen and believe – to what they say and show that you take them seriously.
- With children, only allow one adult to talk to the child – as any discrepancies in statements may lead to legal problems.
- Keep questions to a minimum – in many cases it may be more appropriate to nod and acknowledge the account. If you must question, then use open ended questions i.e. those where more than a yes/no response is required. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.
- Ensure you clearly understand what they have said – so that you can pass it on to the appropriate agencies.
- Consult with the identified Child Protection / Safeguarding Officer – ensuring you communicate all the information accurately.
- Maintain confidentiality.

DO NOT

- Panic.
- Make promises you cannot keep – explain that you may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.
- Make them repeat the story unnecessarily.
- Delay.
- Take sole responsibility for further action.

Step 2 – Record

Record what has been said and/or your concerns legibly and accurately. Details should include:

- The concerned party's name, address and date of birth.
- Date and time of the incidents and or nature of allegations.
- Your observations e.g. describe the behaviour and emotional state of the student and/or bruising or other injuries.
- The student's account – if it can be given – of what has happened.
- Any action that you took as a result of your concerns e.g. comments made to the student, whether the parents/carer have been informed for incidents involving children / vulnerable adults.
- Record whether the person writing the report is expressing their own concerns, or passing on those of someone else.
- Sign and date the report.
- Keep a copy of the report.

Please note that when a disclosure is made, it is the person to whom the disclosure is made that the authorities (police/social services) will come to for an account of what was said. This first-hand account is of primary importance.

Step 3 – Involve the appropriate people

Once you have completed your report you must ensure that the Child Protection / Safeguarding Officer has been informed so a decision can be made as to the most appropriate action. This person must forward the report to the LMA Chief Executive indicating whether further action is required, thus allowing the Chief Executive to appoint a Disciplinary panel.

If you are unhappy with the Child Protection / Safeguarding Officer's handling of the incident or if the allegations are made specifically against this individual you should contact the person in charge immediately and make a record of this – this person may be the LMA Chief Executive or one of the Chief Master Instructors. This person should then contact social services and/or the police immediately. A record of the name and designation of the official informed, together with a date and time of the call should be kept, in case further contact is required.

In all cases do not delay, if you cannot contact the persons above immediately, you must contact the authorities (police and/or social services).

If the case involves children under 18 and you are unsure what to do, advice can be obtained from the NSPCC free helpline on 0808 800 5000 or contact your local social services department.

See Appendix A for the flowchart for concerns and disclosure for child / vulnerable adult abuse, and Appendix B for concerns and disclosures for adults.

Guidance for Designated Child Protection / Safeguarding Officer

When reports of misconduct or allegations are brought to your attention a decision must be made as to whether the allegation made is abuse, or related to poor practice.

If the allegation is **abuse**, the following process should be followed:

- Make a full report of any allegations or suspicions.
- Report to the person in charge or the Local Social Services Department immediately and make a record of this.
- The chief executive of LMA should also be informed and kept up to date with any local subsequent developments. The Chief Executive will make a decision regarding the accused in the period prior to appointing a disciplinary panel.
- Confidentiality must be maintained.

If the allegation relates to **poor practice** the following process should be followed:

- Make a record of the allegations.
- The Chief Executive of LMA should be informed so that a Disciplinary Panel can be appointed and an investigation carried out.

(An action plan summarising these procedures can be found in appendix C).

Procedures for Leadership Martial Arts Disciplinary Panel

In order to decide whether to subject the accused person to the trauma and rigor of a formal disciplinary hearing Leadership Martial Arts will use the following procedures depending on the circumstances.

The Chief Executive will appoint a disciplinary panel when deemed necessary.

Reports of alleged misconduct, including those arising from a person's school, from court appearances or from actions by employers, are likely to cover a wide range of behaviours. Each case will, thus be considered on its unique merits by the disciplinary panel as to whether misconduct has occurred.

If it is decided that the behaviour does not by itself call into question the suitability for the particular role, no further action will be taken by Leadership Martial Arts other than to formally advise the person of the receipt of the report and of the decision taken. The recipient shall have the right to make immediate written representation or to reserve that right should he or she be reported for misconduct on a subsequent occasion. Leadership Martial Arts also reserves the right on receiving a second report, to take into account the facts of prior submissions.

If it is found that the report raises a question about a person's suitability within the sport the Disciplinary Panel shall proceed as follows:

The accused will be advised of the receipt of a report (with copies) and of Leadership Martial Arts' knowledge of any related disciplinary hearings or legal and/or employment proceedings.

The accused will be asked to provide a written explanation supported, if he or she wishes, by further representations, including representations, references or testimonials from those whose knowledge of the person is relevant.

LMA Chief Executive may make an immediate decision to temporarily suspend an individual accused of abuse pending further inquiries and will inform the school and other relevant organisations as necessary.

If the panel decides that a decision cannot be reached on the basis of a written representation alone – or on a request from the accused – the accused shall be asked to give verbal evidence or representation to the panel. The accused may be accompanied by a friend, an official representing that person's professional body or a legal representative.

When representations have been completed the Panel shall decide whether the individual is unsuitable for the position he/she holds and if is, whether he or she shall be barred from such work throughout Leadership Martial Arts and allied schools, or shall be suspended or expelled from membership. The accused and the school (via the Child Protection / Safeguarding Officer) shall be notified in writing of the restrictions imposed.

Should the decision be that the behaviour fell short of the expected standards, but there is no need for any bar or restrictions, the panel shall in writing issue a warning as to future conduct.

Leadership Martial Arts and all affiliated schools, areas and other associated bodies shall respect and enforce the sanctions imposed by other sporting bodies for similar misconduct.

Notification

The school (via the Child Protection / Safeguarding Officer) of the individual who made the accusations, local social services department and any sports professional body to which the individual belongs shall be notified of the outcome.

All affiliated schools, area and other bodies with Leadership Martial Arts shall also be notified as shall other Martial Arts governing bodies in Great Britain.

List of Offenders

Leadership Martial Arts shall keep a confidential list of offenders who have been barred, restricted or warned. All affiliated schools, areas and other association bodies shall have the right to have the list checked by written request.

The list shall only record the offenders name, Date of Birth and LMA reference file number.

Reinstatement and Allegations of Previous Abuse

The period of suspension or exclusion will normally last for at least five years. After this time a person may apply to be reinstated. No individual will automatically be reinstated.

The panel shall give earlier consideration to a request for reinstatement, but only if in their view there are good grounds for doing so.

Decisions concerning such appeals shall be made through the normal panel processes, although at its discretion, the panel may permit additional written representation or a verbal submission. In instances of verbal submission, the accused has the right to be accompanied. In such instances no appeal against the panel's decision shall be accepted.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

Responsibilities

Leadership Martial Arts will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

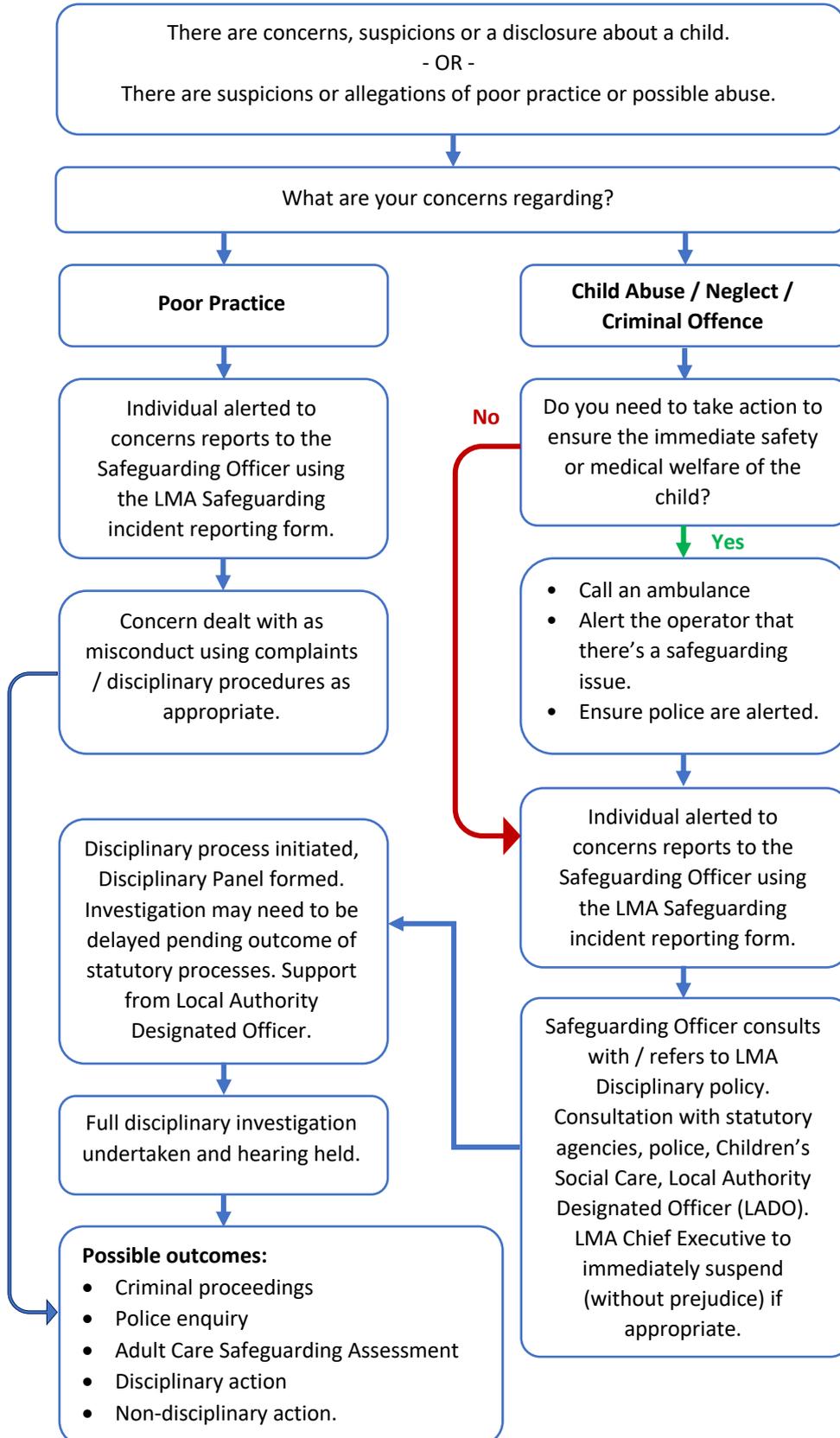
Monitoring of the Policy

It will be the responsibility of the LMA Chief Executive to monitor the policy by:

- Keeping records of the cases brought and their outcomes
- Requesting schools for comments on a regular basis, about the ease of implementation and the effect of the policy.

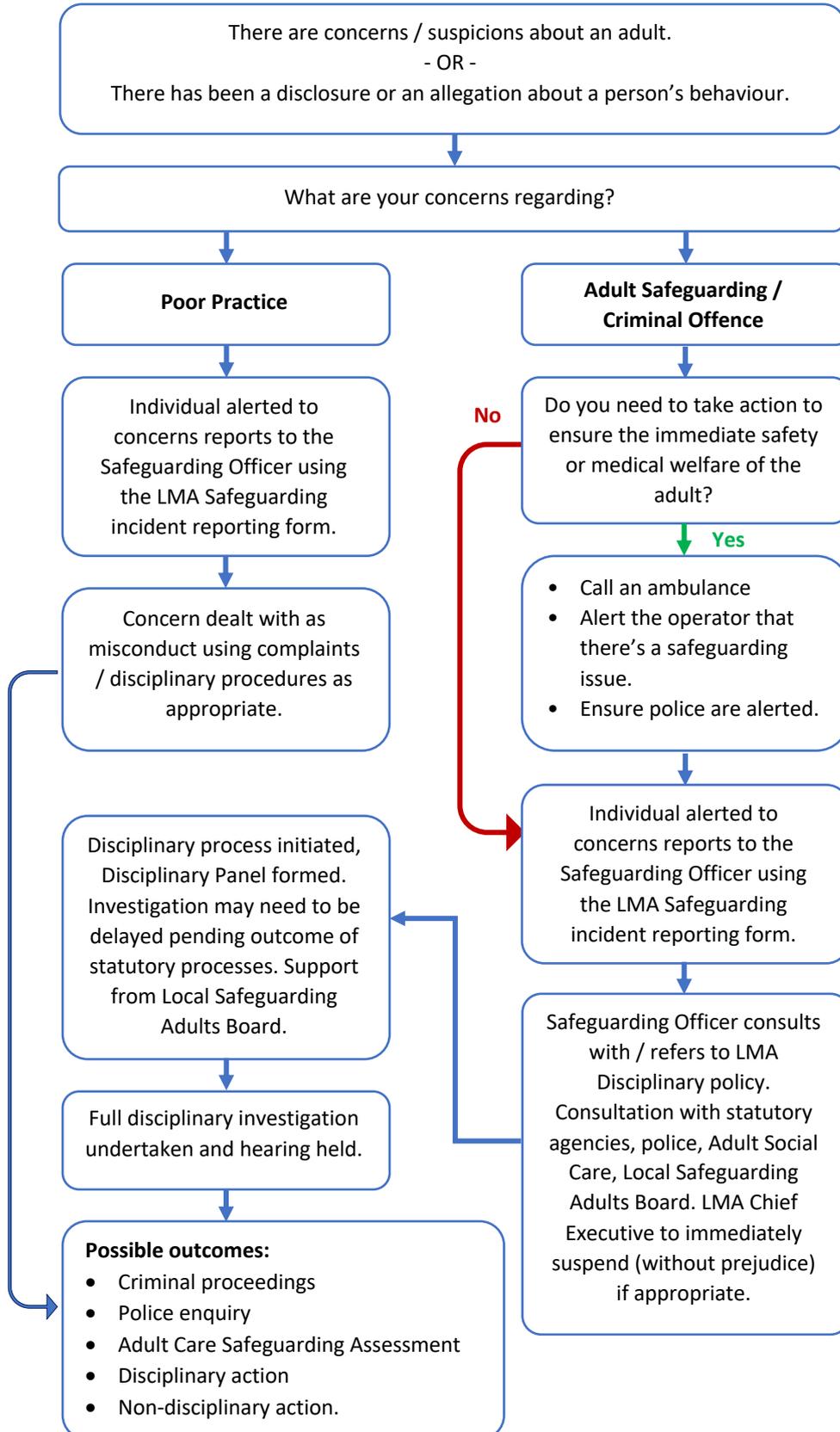
Appendix A: Safeguarding Flowchart for Children or Vulnerable Adults

Where the case involves the Safeguarding Officer, the Deputy Safeguarding Officer within Leadership Martial Arts **MUST** assume the role of the Safeguarding Officer in the flowchart below.



Appendix B: Safeguarding Flowchart for Adults

Where the case involves the Safeguarding Officer, the Deputy Safeguarding Officer within Leadership Martial Arts **MUST** assume the role of the Safeguarding Officer in the flowchart below.



Appendix C: Code of Conduct for People working with Children

To ensure that all forms of abuse are prevented and to help protect people who work with young people the following guidelines should be followed:

- Always be publicly open when working with children. Avoid situations where you and an individual child are completely unobserved.
- If a student needs to be touched, it should be provided openly and the student should be asked first. Care is needed, as it is difficult to maintain hand positions when providing manual support if the child is constantly moving. Some parents are becoming increasingly sensitive about touching children and their views should always be carefully considered.
- Where possible parents should take responsibility for their children in changing rooms. If groups are to be supervised in changing rooms, always ensure the adults work in pairs.
- Volunteers and professionals must respect the rights and dignity and worth of all and treat everyone with equality.
- Volunteers and professionals must place the wellbeing and safety of the student above the development of performance. They should follow the guidelines laid down by Leadership Martial Arts and be adequately insured.
- Instructors should hold current coaching qualifications.
- Adults must ensure that the activities which they direct are appropriate for the age, maturity and ability of the performer.
- Adults should always promote the positive aspects of their sport and never condone rule violations or use of prohibited substances.
- Adults must consistently display high standards of personal behaviour.
- Adults should never overtly criticise performers or use sarcasm where it may cause the child to lose self-esteem or confidence.
- You must discourage over-enthusiastic kisses or embraces.

Everyone should also be aware that as a general rule it does not make sense to:

- Spend amounts of time alone with children away from others.
- Take children home alone on car journeys however short.
- Take children to your home.

If you accidentally hurt a child, or cause distress in any manner, or the child appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report the incident as soon as possible. Parents/carers should also be informed of the occurrence.

You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Permit or engage in any form of inappropriate touching.
- Permit children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Allow allegations made by a child to go unchallenged, unrecorded or acted upon.
- Do things of a personal nature that the child can do for itself.
- Agree to meet a student on their own.

Appendix D: Advice for young people on how to avoid misconduct by others in martial arts & what to do about it

What is misconduct?

Very broadly, any form of unacceptable behaviour towards you such as sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures or other material, or some other forms of abuse such as physical violence and all forms of bullying.

What can you do to avoid such misconduct?

- Listen to the advice of your parents.
- Avoid being left alone with anyone.
- If you have to leave a group tell someone – where you are going, why you are going, how long you are likely to be, and report to them when you return.
- Do not allow anyone to talk to you about something personal concerning themselves or yourself if it has nothing to do with their job or work in martial arts. If they still persist, walk away and complain to someone in a senior position.
- Do not agree to meet anyone on your own time.
- Do not accept a lift from anyone.
- Do not be over friendly towards those who work with you in martial arts.
- Do not walk home alone at night.
- Be especially wary of parked cars with the engine running.
- Do not tolerate any form of bullying.

If misconduct happens what should you do?

- Tell that person to stop at once.
- Tell others who may be present what happened.
- If they actually saw what happened remember who they are so they can be your witnesses.
- If the misconduct continues, tell that person again to stop at once then leave if you can or shout for help. If this is not possible then you must report the matter as soon as possible, to another official or adult.
- Tell your parents as soon as possible.
- Keep a record of the date, time and place and what happened, and make a list of any witnesses.
- If any of your group or fellow students have suffered the same sort of experience, ask them to make a similar record. Ask any witnesses to do the same.
- Talk to your parents and decide to whom to make a formal complaint. You should at least report it to Leadership Martial Arts (ideally the Child Protection / Safeguarding Officer).

What you should definitely not do:

- Do not wrongly complain if nothing happened.
- Do not exaggerate if something did happen.
- Do not ignore behaviour that makes you uncomfortable.
- Do not keep to yourself what happened.
- Do not delay before complaining.
- Do not agree to hush up or hide what happened.
- Do not be afraid or embarrassed to tell your parents or a friend.

In all cases if you are not sure what to do you can gain help from the NSPCC 24 hour helpline on 0808 800 5000.