



Pa-Kua Cambridge Safeguarding Policy & Statement

Terminology

Throughout our safeguarding policy we may use certain terminology. To ensure everyone is fully aware of what or who we're referencing, please refer to the below terminology;

Us, We, Our, Club and Community

This refers to our organisations collectively: Pa-Kua Cambridge, Pa-Kua UK, and The Pa-Kua International League.

Instructors, Coaches, Staff

This refers to any registered instructor under our organisation. This may be an Instructor, a Master, or a Club as an entity in it's own right.

Participant and Student

This is a collective term used for any person actively participating in training within the Club.

Parent and Carer

Refers to any parent or carer of a participant under the age of 18 within our Club

Young Person(s), Child(ren)

This refers to any person under the age of 18.

Adult At Risk and Vulnerable Adult

Refers to anybody legally classed as being an adult at risk of harm or exploitation.

Vulnerable Groups

Refers to any of the above two groups as a collective, where safeguarding obligations are not separate or different in nature.

Member

Refers to anyone actively participating in regular classes with our Club

Governing body, association, BMABA

Refers to BMABA, the British Martial Art & Boxing Association

Statement of intent

Pa-Kua is an international school of martial arts where we emphasizes family atmosphere, personalized attention, acceptance of all people, and individual evolution. We firmly believe that martial arts training

presents a positive opportunity for all to learn self defence, improve self confidence and develop as an individual. Every participant is entitled to do so in a safe and properly regulated environment. Accordingly, everyone involved in the delivery of martial arts has a moral and legal responsibility to ensure that, when given responsibility for young persons or adults at risk, the highest standards of professionalism and care are exercised at all times.

Pa-Kua Cambridge and the Pa-Kua International League are committed to implementing policies so that everyone within the chain of command accept their responsibilities to safeguard children and / or vulnerable adults from harm and abuse. This means following pre-decided procedures to vulnerable groups and report any concerns about their welfare to appropriate authorities without delay.

The aim of this policy is to promote best practice providing vulnerable groups within any club registered under our Club the appropriate safety and protection whilst in the care of an instructor. It is also to allow our members (instructors, coaches, Masters and associated supervising members) the opportunity to remain informed and confident on their obligations and requirements in relation to the safeguarding of children and / or vulnerable adults.

Key Considerations

- A child/young person is defined as a person under the age of 18 (Children's Act 1989)
- Whilst the ultimate responsibility for safeguarding must rest with the club's lead instructor / safeguarding lead, safeguarding is not specific to just coaches. Volunteers, staff and other adults within the club should be aware of their safeguarding obligations without question
- Safeguarding is everyone's responsibility, and it's a matter that must be addressed with the gravity and seriousness it deserves
- If there is any uncertainty interpreting our Safeguarding Policy you should make contact with our Lead Instructor / Safeguarding Officer without delay, where free and impartial advice shall be offered

Safeguarding Statement

Our organisation is committed to the following in respect of safeguarding vulnerable groups and will expect individual member(s) and club(s) affiliated with us to maintain the following priorities in relation to safeguarding at all times;

- The welfare of children and vulnerable adults is paramount
- All children and vulnerable adults, regardless of age, culture, ability, gender, language, racial original, religious belief, sexual identify and/or discipline being practiced should be able to participate in martial arts, combat and/or self defence in a safe environment
- All members must take all reasonable steps to protect vulnerable groups and persons from harm, discrimination, degrading treatment. Furthermore, they must treat them with respect, dignity and care at all times
- Any suspicions or allegations of poor practice and/or abuse will be taken seriously and responded to swiftly and appropriately, with proper records being kept
- The lead instructor and further instructors - assistant or full (or equivalents thereof) shall be designated that responsibility based upon suitability and on the condition that they will meet the requirements set by the association in regard to safeguarding and best practice. They will also be made aware of the association's guidelines on safeguarding and must be made aware of the club's local procedure in relation to this matter also.
- All instructors of all levels (and equivalents) are required to work to maintain a positive, open, transparent and professional relationship with the parents and / or guardians of any students, to

promote a culture of good standard and community welfare throughout

- The uptake of and refresher of suitable safeguarding qualifications is essential for all persons coming into unsupervised contact with vulnerable groups

Safeguarding best practice

Introduction

In order to provide vulnerable groups with the best possible experience and opportunities within martial arts, weapons, combat, archery, self defence and any other training and course provided by our organisation everyone must operate within the accepted ethical framework as set out in the association's charter, association's guidelines and the instructor's code of conduct agreement.

As it is often not easy to distinguish poor practice from abuse it will not be a responsibility of the club and/or lead instructor (or equivalent) to make a judgement about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and act if they have concerns, regardless of how minor, in relation to the welfare of a vulnerable person as explained in this document.

Best Practice

All members shall adhere to the below principles and action in relation to best practice with regards to safeguarding children and / or vulnerable adults;

- Treat all young persons aged under 18 years of age, and all vulnerable adults, with respect, dignity and courtesy.
- Treat all children and / or vulnerable adults equally.
- Always put the welfare of children and / or vulnerable adults first.
- Always work in an open environment avoiding any isolation, unobserved situation, encouraging an open and transparent club community.
- Keep physical contact to an absolute minimum.
- Never be alone with a child and / or vulnerable adult.
- Where physical contact is essential as part of the safe and structured learning process of the art, discipline or sport being practiced, the instructor and/or teaching person must only do so with the consent of the child and/or vulnerable adult, remaining appropriate, non intrusive and ensuring that where physical contact is essential (for example, when assisting in an essential physical process for the purposes of safety, such as breakfalls) ensuring there is always two fully vetted and suitable adults present at all times.
- The involvement of parents / guardians is encouraged wherever possible, provided safeguarding of children and / or vulnerable adults remains the top priority and that any adult may not be given the opportunity to cause harm, distress or abuse to any children and / or vulnerable adults present.
- Not take photographs, videos or create any other forms of media featuring any children and / or vulnerable adults without written consent from the carer, guardian or parents in advance.
- Remain an excellent role model both in and out of the training ground. This includes not smoking, or using any foul language in front of any children and / or vulnerable adults.
- Ensure that any contact via social media or other digital formats are recorded and minimised. No instructor and/or club official should have any communication with children and / or vulnerable adults via any forms of social media without parents or carers being looped into the conversation at all time.

- Recognise the development needs and capacity of the children and / or vulnerable adults in the class and not risk sacrificing welfare or safety for the club or instructor's personal gain.
- In relation to the above this also means avoiding excessive training and / or competitions and not pushing the student if they are not fully confident.
- Secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises, ensuring medical conditions and pre-existing injuries and allergies are recorded.
- Keep thorough records of any injuries or near misses that have occurred, along with details of any treatment given and further communication had with parents / guardians and/or children and / or vulnerable adults.

Accordingly, the club shall engage the following best practice principles and actions with regards to children and / or vulnerable adults safeguarding measures;

- Screening of all members prior to membership being granted to check known records of reported dishonesty or complaints, and to verify to the best of our ability the grade held by the applicant is genuine and suitable as to warrant membership and any subsequent licensing.
- The club will endeavour to ensure that the welfare, safety and safeguarding of children and / or vulnerable adults shall remain it's highest priority and that such an objective shall be placed ahead of commercial or financial reward without question.
- The club shall do all possible to encourage members to ensure they have relevant safeguarding training and qualifications
- The club shall endeavour to, where possible and without guarantee, offer public records relating to the status of safeguarding qualifications and/or professional certification relating to it's members, so that any member of the public may be able to make a reasonable assessment as to the suitability of any member of the club. On request, a detailed examination of an instructor's safeguarding competencies (safeguarding qualifications and DBS check) will be freely available, and the club shall keep records of all documents presented for verification of these status.

Safeguarding poor practice

The following (which is not exhaustive) shall be considered poor practice in relation to the safeguarding of children and / or vulnerable adults, and any registered member must avoid without exception;

- Spending unnecessarily excessive amounts of time alone with a child and / or vulnerable adult away from others.
- Making unnecessary or excessive amounts of physical contact at any point
- Transporting or accompanying any children and / or vulnerable adults home and/or to any other port of call via any mode of transport alone unless in an emergency
- Engaging in rough, physical or sexually provocative games, including horseplay either during class or before / after
- Allowing or engaging in any inappropriate touching of any form, or permitting any such activity from any other member of teaching staff, volunteers, visitors, guardians parents or other students.
- Allowing any children and / or vulnerable adults to use inappropriate language unchallenged
- Making any sexually suggestive comment to children and / or vulnerable adults - even 'for fun' or 'in jest'.
- Reducing children and / or vulnerable adults to tears as a form of control.
- Allowing any allegations made by a child and / or vulnerable adult to go unchallenged, unrecorded or not acted upon.

- Do things of a personal nature that any children and / or vulnerable adults may be able to do for themselves.

The following shall be regarded as poor practice in respect of safeguarding children and / or vulnerable adults by the club and/or any of its committee;

- Not doing all possible to make the importance of safeguarding procedures and the responsibility of instructors to take this issue seriously clear from the off-set of membership being issued.
- Not referring all concerns relating to safeguarding procedure to the association's nominated safeguarding body and/or provider.
- Not acting upon complaints relating to the safety and / or welfare of children and / or vulnerable adults within any clubs of its registered member(s).
- Not acting in a way that is open and honest regarding safeguarding procedures and any relevant changes to that procedure.

Where it is deemed there may be a complaint or safeguarding query relating to the club and/or registered member (or associated instructor or equivalent) the club's governing body shall be obliged to launch an investigation, guidelines of which will be provided separately in the governing body's complaints and investigations policy.

If during the care of the club anyone should accidentally hurt a child or vulnerable adult or / and the child or vulnerable adult seems distressed in any manner and /or appears to be sexually aroused by the instructor or adults actions and/or if the child or vulnerable adult misunderstands or misinterprets something done by the instructor or associated staff member, the incident must be reported without delay and written copies kept. Parents and / or guardians (as appropriate) must also be informed without delay. **This is a serious point to consider, and must not be considered optional.**

Signs of child abuse

Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child or vulnerable adult regardless of their age, gender, race or ability.

There are five main types of abuse: **physical abuse, sexual abuse, emotional abuse, bullying / harassment and neglect.** The abuser may be a family member or someone the child or vulnerable adult encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child or vulnerable adult directly. They may also be responsible for abuse because they fail to prevent another person harming a vulnerable person.

Abuse in all of its forms can affect a child or vulnerable adult at any age. The effects can be so damaging that if not treated, it may follow the individual into adulthood.

Vulnerable Persons with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

It is not the role of a club or member to identify what form of abuse is taking place, but it is the responsibility of every member of society to raise concerns - however small - with authorities and via

relevant channels.

Types Of Abuse

- **Physical Abuse:** where adults physically hurt or injure a child or vulnerable adult e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning. Giving a child or vulnerable adult alcohol or inappropriate drugs may also constitute abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a child or vulnerable adult person they are looking after. This is called Munchausen's syndrome by proxy.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child or vulnerable adult's body.

- **Emotional Abuse:** the persistent emotional ill treatment of a child or vulnerable adult, likely to cause severe and lasting adverse effects on the child or vulnerable adult's emotional development or health. It may involve telling a child or vulnerable adult they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of a child or vulnerable adult that are not appropriate to their age, development or ability. It may cause a child or vulnerable adult to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of a child or vulnerable adult, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child or vulnerable adult is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying, which has been categorised as another form of abuse but for all intents and purposes will have some form of emotional abuse attached.

- **Bullying & Harassment** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child or vulnerable adult too hard to succeed, or a rival athlete or official uses bullying behaviour.

- **Neglect** occurs when an adult fails to meet the child or vulnerable adult's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child or vulnerable adult's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child or vulnerable adult safe, or exposing them to undue cold/heat or unnecessary risk of injury.

- **Sexual Abuse** occurs when adults (male and female) use children or vulnerable adults to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing a child or vulnerable adult pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with a child or vulnerable adult could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over a child or vulnerable adult athlete, if misused, may lead to abusive situations developing.

Indications of abuse

Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition and nor should they be expected to be, but indications that a child or vulnerable adult is being abused may include one or more of the following;

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the child or vulnerable adult describes what appears to be an abusive act involving them
- another child or adult expresses concern about the welfare of a child or vulnerable adult
- unexplained changes in a child or vulnerable adult's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adult's, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those within the club or the instructor(s) (or equivalents) to decide that abuse is occurring. It **IS** their responsibility to act on any concerns in line with local and nationally safeguarding policy.

All persons are also reminded that given the nature of martial arts and combat sports - especially combat sports in which physical contact, often of an increased physical nature to that of other non-contact sports, may give rise to certain injuries by way of it's very nature.

No person should disregard any signs of abuse to simply be a result of any martial art or combat styles 'rough and tumble' nature. Instead they must act with due diligence to such an assumption being used

by any perpetrator.

Use of photographic or filming equipment

There is evidence that some people have used sporting events, inter club events or normal 'day to day' training as an opportunity to take inappropriate photographs or film footage of children and/or vulnerable adults. All clubs and instructors (or equivalents) should be vigilant and any concerns should be reported to the Club welfare officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid or by way of any advertising / marketing material with consent provided in advance.

Clubs must ensure parents and any other volunteers viewing or interacting with classes and participants are aware of the club's local photographic and videography policies.

The club shall not permit the use of any photographic or videographic material on its website or within publications unless confirmation of consent has been explicitly given by the club in relation to its own responsibilities to maintain safeguarding standards in line with their own safeguarding policy.

Responding to suspicions and allegations

Introduction

It is not the responsibility of any person within the club, be that in a paid or unpaid capacity, to decide whether or not child abuse or the abuse of a vulnerable adult has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the child and/or vulnerable adult. This applies **BOTH** to allegations/suspicions of abuse occurring within any club or lesson and to allegations/suspicions that abuse is taking place elsewhere, even if completely removed from the martial arts setting.

Evidence Of Possible Abuse

Instructors and volunteers may become aware of abuse in various ways. The instructor (or equivalent) may see it happening, may suspect it because of symptoms or signs (such as those previously listed) or it may be reported to the instructor by the child / adult, or another third party.

Especially in the case that a child or vulnerable adult might directly confide to any form of abuse the club **must** take **immediate** steps to safeguard that person effectively.

If a child or vulnerable adults indicates that they are being abused, the instructor to whom the disclosure is made should;

- **stay calm** so as not to frighten the child or vulnerable adult.
- **reassure** the child or vulnerable adult that they are not to blame and that it was right to inform you.
- **listen** to the child or vulnerable adult, showing that you are taking them seriously.
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child / vulnerable adult abuse cases have been dismissed where it is felt that the child or vulnerable adult has been led or words and ideas have been suggested

during questioning. Accordingly, the instructor must only ask questions to clarify details - not to question further.

- **inform** the child or vulnerable adult that you have to inform other people about what they have told you. Tell the child or vulnerable adult this is to help stop the abuse continuing.
- **safety of the child or vulnerable adult** is paramount. If the child or vulnerable adult needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection / safeguarding issue.
- **record** all information
- **report** the incident to the club/welfare officer and, where appropriate to the association without delay

If the instructor / club is not clear on what action is required and there is a real or immediate threat to the child or vulnerable adult, they should contact the Police on 999. Where there is confusion on what should happen next, the instructor should not delay by contacting the club or governing body and should instead contact a relevant statutory authority, such as the local authority designated officer (LADO) or the NSPCC on their 24 hour help line, the number of which will be publicly available.

If information is made available to the governing body at a national level, either through direct or indirect contact with any member of the public or any member of the club / governing body, the governing body will be bound to seek immediate guidance from either their own safeguarding provider or, in the case of immediate or real potential threat, the emergency services / LADO. The member (or instructor / club) in question shall not have the opportunity to over-ride the governing body's response to a safeguarding alert where it is deemed a child or vulnerable adult may be being abused.

Depending on the nature of the allegation, the association may not be able to share or disclose details with the instructor or club prior to involvement of law enforcement.

Recording information

To ensure that information is as accurate and helpful as possible in any subsequent police or local authority investigation, clubs and the governing body will be required to keep detailed documentation relating to any disclosure or suspicion.

It is for this reason that a compulsory membership regulation is in place ensuring that written copies must be made at the soonest opportunity post disclosure. The instructor or other person to whom the disclosure was made must be confined to facts and distinguish as clearly as possible what is the instructor's personal knowledge and what is that of other people.

No opinions should be included. Information should include (but not necessarily be limited to) the following;

- the child or vulnerable adults name, age and date of birth
- the child or vulnerable adults home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- 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 or vulnerable adults account, if it can be given, of what has happened and how any

bruising/injuries occurred

- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record detail
- Confidentiality must be maintained on a 'need to know' basis.

As part of the association's safeguarding policy, the above records shall also be kept, where appropriate or possible, in relation to any concerns raised directly to the body.

Reporting a concern

All suspicions and allegations **MUST** be reported appropriately and without delay.

The club expects all registered or affiliated members and committee members to discuss any concerns they may have for the welfare of a child or vulnerable adult immediately with the person in charge of safeguarding 'locally' within the club, and to check that appropriate action has been taken. Where any individual is not satisfied with the course of action or response at a local level, or where any allegation concerns the local club's safeguarding officer, the individual should immediately and without delay escalate their concerns to the governing body's safeguarding and welfare officer.

If this advice can not be followed for any reason, the individual should take responsibility for reporting and seek advice from the NSPCC helpline, the duty officer at the local social services department or the police. Telephone numbers can be found in the local directory or online.

Where there is a complaint against an instructor or member of the club, there may be three types of investigation;

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case the 'local' club will be involved and the governing body will likely intervene, depending on the nature of the allegations

As previously referenced, the instructor (or equivalent) nor the association are child protection experts and it is neither's responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection so that qualified persons external to the circumstance being reported can make an informed assessment.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

If there is any doubt, the instructor or individual must report the incident: it may be just one of a series of other incidences which together cause concern.

Any suspicion that a child or vulnerable adult has been abused by an instructor or a volunteer should be reported to the club's safeguarding officer who will take appropriate steps to ensure the safety of the child or vulnerable adult in question and any other child or vulnerable adult who may be at risk. This may differ depending on individual club policy, however the association recommends that at minimum the following be considered;

- The club or instructor (or the club / instructor's safeguarding officer if separate) should refer the matter to social services department
- the parent/carer of the child or vulnerable adult should be contacted as soon as possible following

advice from the social services department

- the governing body's safeguarding officer should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- the club welfare officer should also notify the governing body's management team or head office
- if the club welfare officer is the subject of the suspicion/allegation the report must be made to the governing body's safeguarding officer who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, the instructor or club should follow the same procedures and have the matter reported to social services with just as much urgency. This is because other children or vulnerable adults in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children or vulnerable adults.

The minimum standard of checks required by the governing body is an enhanced disclosure with barring checks and a recognised safeguarding qualification for any instructor or person that will be teaching any person aged below the age of 18 and / or any vulnerable adult. Failure to comply will result in termination of membership or immediate disciplinary action.

Concerns Outside Of The Immediate Teaching Environment Or Club

All members have a responsibility to remain vigilant in all areas of their professional or personal lives for signs of abuse. Where any concerns may be noted outside of the immediate teaching environment or gym, the following is recommended as a minimum course of action but may also be accompanied by additional 'local' club safeguarding guidelines if appropriate;

- Concerns should be initially reported to the club's safeguarding officer if they are relevant in anyway to the club's safeguarding duties
- If the club's safeguarding officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the club's safeguarding officer will decide how to inform the parents/carers
- The club or instructor (or equivalent) should also report the incident to the governing body's Safeguarding Officer without delay. The governing body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly based upon the guidelines stated within the governing body's safeguarding policy.
- Confidentiality must be maintained on a 'need to know' basis.

Confidentiality

It is important that all information is only ever discussed or shared on a need-to-know basis. The instructor or club has a duty to ensure confidentiality, as does the governing body. Information should only be shared where absolutely required, or under the guidance of the police or other relevant authority.

Where a disclosure is made to the governing body, even if this is only a request for information or guidance, there are certain circumstances in which the governing body will be legally bound to report this onto a relevant authority.

Internal Enquiries & Suspension

It is deemed to be the clubs responsibility to ensure that the following is properly addressed:

- Whether or not the accused should be temporarily suspended pending further police or social services investigations. The club can and should ask the police or relevant authorities for guidance on this.
- Irrespective of the findings of the police or social service, the club shall have an obligation to report such incidents to the governing body's safeguarding officer or management team for review of conduct and, if required, disciplinary proceedings. The outcome of such an investigation shall be handled as per the below guidance from the governing body.
- Whilst the club or instructor may have their own internal guidance as per their local safeguarding policy procedure, ultimate disciplinary outcomes shall be overruled by the governing body. Whilst it is recognised that the governing body has no legal or compulsory authority or jurisdiction over the club and it's members, where there is conflicting disciplinary advice and no medium can be found, or the governing body deems there to be an on-going risk of future incidents, they may take the action to expel without delay or remuneration, the club (and any associated members of that club) and if required, make a necessary report to any local authority for further observation.

Irrespective of the findings of the police or social services, the governing body will make the following decisions and processes in relation to any suspected or reported breach of safeguarding protocol;

- The governing body shall ensure the safety of the child or vulnerable adult is paramount and will take any such action that is reasonably possible to prohibit the accused from having any opportunity to have further contact with any other children or vulnerable adults.
- Where police or social services do not press charges, the governing body may not automatically discount the possibility of abuse having taken place and must reach a decision by mutual agreement of the committee, whereby atleast 3 members of the committee must debate and agree, that it is more likely than not that the allegation is true or that the incident was not properly handled by the club or it's safeguarding officer at a local level. The governing body shall have the final ruling on such a matter and may take any action, including expulsion with justification, delay or remuneration in such a situation.
- In such an instance the governing body may discharge a member or club without notice, delay or remuneration to inhibit any further opportunity for potential unprofessional conduct or safeguarding concerns. Where this happens, the governing body must take a view as to whether or not it deems there to be sufficient evidence to further raise concerns with relevant authorities after expulsion.

Summary notes for instructors

Safeguarding can seem like a sometimes over the top and perhaps overwhelming topic but it is essential, and there are no exceptions; you **must** take this seriously. You are both expected and held to compulsory obligation to ensure safeguarding at club level is effectively managed.

This includes ensuring;

- **That our national safeguarding policy is administered and respected**
- **That you hold an appropriate Safeguarding Qualification**
- **That you have an appropriate Enhanced DBS Check, Including Barring**
- **That your club has a full safeguarding policy & statement in place**
- **That you have rules and regulations on medical disclosures, conduct, safeguarding and the hiring/vetting of staff and volunteers**
- **Following any other BMABA regulation or guideline around best practice and safeguarding in**

martial arts

We actively encourage proactive approaches to safeguarding. Please do not feel you can't pick up the phone, drop us an e-mail or start a conversation.

Don't take chance and don't be lazy; safeguarding is not only about prevent harm to a vulnerable person, it's also a key part of your professional competency and will help to protect you and your club from unfounded allegations.

This policy was last reviewed and updated on 27/08/2021.

Contacts

Pa-Kua Cambridge

website: <https://pakua-cambridge.co.uk>

email: contact@pakua-cambridge.co.uk **phone:** 00441223852904

Instructors

Peter Molnar

email: mail@petermolnar.net

phone: 07592011721

Governing body: BMABA

Giovanni Soffietto - Designated Safeguarding Officer (DSO)

email: safeguarding@bmaba.org.uk

phone: 01798306546 - Extension 201

Sarah Shelton Agar - Deputy DSO

email: safeguarding@bmaba.org.uk

phone: 01798306546 - Extension 20