



Stratford Karate Club

STRATFORD KARATE CLUB

Child Protection & Vulnerable Adults at Risk Safeguarding Policy

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Stratford Karate Club is affiliated with Japan Karate Association England (JKAE).

This policy should be read alongside the Club's Release, Indemnity & Media Licence Agreement, Terms and Conditions of Membership, and Privacy Policy.

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SECTION 1: CHILD PROTECTION & VULNERABLE ADULTS POLICY

1.1 Introduction

Everyone who participates in karate is entitled to do so in an enjoyable and safe environment. Stratford Karate Club has a moral and legal obligation to ensure that, when given responsibility for children and vulnerable adults, coaches and volunteers provide them with the highest possible standard of care.

Stratford Karate Club is committed to devising and implementing policies so that everyone involved in the sport accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means following procedures to protect children and vulnerable adults and reporting any concerns about their welfare to the appropriate authorities.

The aim of this policy is to promote good practice, providing children, young people, and vulnerable adults with appropriate safety and protection whilst participating in Club activities, and to allow staff and volunteers to make informed and confident responses to specific safeguarding issues.

- A **child** is defined as a person under the age of 18 (Children Act 1989).
- A **vulnerable adult** (adult at risk) is defined as a person aged 18 or over who may be in need of community care services by reason of mental or other disability, age, or illness, and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation (Care Act 2014).

1.2 Policy Statement

Stratford Karate Club is committed to the following principles:

- The welfare of children and vulnerable adults is paramount.
- All children and vulnerable adults, regardless of age, culture, ability, gender, language, racial origin, religious belief, and/or sexual identity, should be able to participate in karate in a fun and safe environment.
- Taking all reasonable steps to protect children and vulnerable adults from harm, discrimination, and degrading treatment and to respect their rights, wishes, and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All coaches, officials, and others working with children and vulnerable adults will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and safeguarding procedures.
- Working in partnership with parents and carers is essential for the protection of children and vulnerable adults.
- This Safeguarding Policy will be reviewed every 3 years, or sooner if there is a major change in the organisation or in relevant legislation.

1.3 Legal and Procedural Framework

This policy is based on the principles contained in UK and international legislation and government guidance, including:

- The Children Act 1989 & 2004
- The UN Convention on the Rights of the Child
- Human Rights Act 1998
- Data Protection Act 2018 / UK GDPR
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (2018)

- Protection of Freedoms Act 2012
- The Care Act 2014
- Equality Act 2010
- Rehabilitation of Offenders Act 1974

SECTION 2: PROMOTING GOOD PRACTICE

To provide children and vulnerable adults with the best possible experience and opportunities in karate, everyone must operate within an accepted ethical framework. It is not always easy to distinguish poor practice from abuse. It is not the responsibility of any individual at Stratford Karate Club to decide whether or not abuse is taking place. However, it is everyone's responsibility to identify poor practice and potential abuse and to act if they have concerns about the welfare of a child or vulnerable adult.

2.1 Good Practice

All personnel should adhere to the following principles:

- Always work in an open environment — avoid private or unobserved situations and encourage open communication with no secrets.
- Make the experience of karate fun and enjoyable; promote fairness; confront and deal with bullying.
- Treat all children and vulnerable adults equally and with respect and dignity.
- Always put the welfare of the child or vulnerable adult first, before winning.
- Maintain a safe and appropriate distance with participants — it is not appropriate for staff or volunteers to have an intimate relationship with a child or vulnerable adult or to share a room alone with them outside of unavoidable or emergency circumstances.
- Avoid unnecessary physical contact. Where any form of manual or physical support is required, it should be provided openly and with the consent of the child or vulnerable adult.
- Involve parents and carers wherever possible. Where children or vulnerable adults need to be supervised in changing rooms, encourage parents to take responsibility. If groups must be supervised, ensure at least two adults are present.
- Request written parental consent if club officials are required to transport children or vulnerable adults in their cars.
- Be an excellent role model — this includes not smoking or drinking alcohol in the company of children or vulnerable adults.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and vulnerable adults — avoid excessive training or competition and do not push them against their will.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

2.2 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with children or vulnerable adults.
- Taking children or vulnerable adults alone in a car, however short the journey.
- Taking children or vulnerable adults to your home where they will be alone with you.
- Sharing a room with a child or vulnerable adult.
- Engaging in rough, physical, or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Allowing children or vulnerable adults to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child or vulnerable adult, even in fun.
- Reducing a child or vulnerable adult to tears as a form of control.
- Allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded, or not acted upon.
- Doing things of a personal nature that the child or vulnerable adult can do for themselves.

If an unavoidable situation arises (e.g. transporting a child or vulnerable adult in your car), the task should be carried out only with the full understanding and consent of the parent/carer and the individual involved.

If during your care you accidentally hurt a child or vulnerable adult, they seem distressed in any manner, appear to be sexually aroused by your actions, or misunderstand something you have done — report the incident immediately to a colleague and make a written note. Inform parents and/or the relevant authority as soon as possible.

2.3 Physical Contact in Karate

Karate requires physical contact for instruction, technique correction, safety, and reassurance. However, all physical contact must:

- Be used to develop karate skills or to prevent or treat injury.
- Never involve touching genital areas, buttocks, or breasts.
- Meet the needs of the child or vulnerable adult — not the adult.
- Be explained to the individual and, wherever possible, gain consent before contact is made.
- Never take place in secret or out of sight of others.

All injuries and related physical contact must be documented.

SECTION 3: DEFINING ABUSE

Abuse is any form of physical, emotional, or sexual mistreatment, or neglect, that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents 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.

3.1 Types of Abuse

Physical Abuse: Involves causing physical harm through actions such as hitting, shaking, throwing, burning, scalding, poisoning, suffocating, or administering inappropriate substances. In karate, physical abuse could include excessive or inappropriate training that harms a developing body.

Emotional Abuse: The persistent emotional maltreatment of a child or vulnerable adult that can severely affect emotional development. This includes telling them they are worthless, imposing age-inappropriate expectations, constant criticism, threats, ridicule, isolation from others, and bullying. In karate, emotional abuse may occur when a participant is constantly criticised, pushed too hard, or humiliated by coaches or parents.

Sexual Abuse: Involves adults using children or vulnerable adults to meet their own sexual needs. This includes sexual intercourse, fondling, exposure to pornography, and sexual comments. In sport, opportunities for abuse may arise through the power imbalance between coach and participant or situations involving necessary physical contact.

Neglect: Occurs when a parent or carer fails to meet basic physical and/or emotional needs, including failing to provide adequate food, shelter, or clothing, failing to protect from physical harm, or denying access to medical care. In sport, neglect could involve failing to ensure safe supervision or exposing participants to dangerous training environments.

Bullying: Deliberate, harmful behaviour — usually repeated — by an individual or group. It can be physical (hitting, kicking), verbal (name-calling, threats, racist or homophobic remarks), emotional (excluding, mocking, spreading rumours), or sexual (unwanted touching, sexually abusive comments). In sport, bullying may come from coaches, parents, teammates, or competitors.

3.2 Indicators of Abuse

While not definitive proof, the following signs may indicate abuse:

- Unexplained or suspicious injuries
- Inconsistent explanations for injuries
- Disclosure by the individual of abuse
- Unexplained changes in behaviour — withdrawal, anger, fear
- Inappropriate sexual awareness or behaviour
- Distrust of adults
- Isolation or difficulty making friends
- Sudden loss of appetite or unexplained weight loss
- Poor hygiene or unkempt appearance
- Reluctance to attend training or events
- Sudden drop in performance
- Anxiety, depression, or clinginess
- Physical symptoms — headaches, bruises, bedwetting
- Loss of possessions or money

This list is not exhaustive. If you are in doubt, report it. You do not need to prove abuse is happening — only to act on concerns.

3.3 Use of Photography and Filming

Photographic or video images may be misused for inappropriate purposes. Stratford Karate Club's approach to photography and filming is governed by two complementary frameworks:

Media Licence (membership context): All members (and parents/guardians of junior members) grant the Club a licence to capture and use media as a contractual condition of membership, as set out in the Club's Release, Indemnity & Media Licence Agreement. This provides the Club's lawful basis for capturing and publishing images of members during Club activities.

Safeguarding (welfare context): Regardless of any media licence, the following safeguarding principles apply at all times:

- Images should focus on the activity, not on individual children wherever possible.
- Avoid capturing or publishing images that include personal details (e.g. full names, addresses).
- Coaches must notify participants and parents when using video as a training tool.
- Only designated club officials, coaches, or parents with permission may take images at events.
- Spectators or visitors wishing to take photographs must seek permission from the event organiser or Club Welfare Officer.
- Unidentified individuals taking photos or videos will be approached and asked to identify themselves.
- Report any concerns about the use of photography or filming to the Club Welfare Officer immediately.

SECTION 4: RESPONDING TO CONCERNS & ALLEGATIONS

It is not the responsibility of any coach, volunteer, or staff member at Stratford Karate Club to determine whether or not abuse has occurred. However, everyone has a duty to act on concerns and report them to the appropriate authorities. This applies to allegations or suspicions within the Club and to concerns about abuse taking place elsewhere (e.g. at home or school).

4.1 Responding to Disclosures

If a child or vulnerable adult discloses abuse:

- Stay calm — do not show shock or disbelief.
- Reassure them — let them know they were right to tell.
- Listen carefully — avoid interrupting.
- Minimise questions — clarify facts only, do not investigate.
- Do not promise confidentiality — explain you must tell someone who can help.
- Act immediately — ensure the child is safe.
- Call emergency services (999) if urgent medical or police intervention is needed.
- Report it to the Club Welfare Officer.
- Document everything — record facts, not opinions.

If in doubt, contact the NSPCC Helpline: 0808 800 5000.

4.2 Recording Information

Records should include:

- Child/vulnerable adult's name, age, date of birth, and contact details
- Description of the concern or allegation (dates, times, context)
- Observable signs (bruises, behaviour, statements)
- Details of any witnesses
- What the child or vulnerable adult said, in their own words
- Whether parents were informed and their response
- Your name, role, signature, and date of report
- To whom the concern was reported

Use the Incident Report Form (Appendix 11) to document all concerns.

4.3 Reporting the Concern

All concerns must be reported to the Stratford Karate Club Welfare Officer. If they are unavailable:

- Contact the local authority safeguarding team
- Contact the police (if criminal behaviour is suspected)
- Call the NSPCC Helpline: 0808 800 5000

Types of investigation that may follow include criminal investigation (by police), child protection investigation (by social services), and club disciplinary proceedings (internal). Do not confront the alleged abuser. The authorities will determine next steps.

4.4 Whistleblowing

Staff, coaches, and volunteers must report concerns about a colleague's behaviour if it breaches professional boundaries, may be harmful, inappropriate, or abusive, or creates an unsafe environment. Stratford Karate Club supports and protects whistleblowers. Concerns should be shared with the Club Welfare Officer or

escalated to external agencies if necessary.

4.5 Concerns Outside the Club

If you have concerns about a child or vulnerable adult's welfare outside the Club (e.g. involving a parent or carer), report them to the Club Welfare Officer. If unavailable, contact social services or police directly. The Welfare Officer and authorities will decide how to approach the parent or carer. Maintain strict confidentiality and follow standard reporting and recording procedures.

4.6 Confidentiality

All safeguarding matters must be treated confidentially and only shared on a need-to-know basis with the Club Welfare Officer, parents (unless they are the subject of the concern), social services and/or police, designated safeguarding contacts, and the alleged abuser (only when appropriate and guided by authorities). All records must be stored securely and in compliance with data protection law.

4.7 Internal Inquiries and Suspension

Upon a safeguarding allegation, Stratford Karate Club may temporarily suspend the individual pending investigation. The Welfare Officer or club leadership will coordinate with authorities. Even if no criminal charges are filed, the Club may act on a balance of probability. The welfare of the child or vulnerable adult always comes first.

4.8 Working with the Aftermath

Following a safeguarding incident, the Club must manage communication with parents, staff, and the community; the emotional impact on staff, children, and families; reputational concerns; any training or policy improvements required; and support systems for all involved.

SECTION 5: MIXED-AGE TRAINING

Stratford Karate Club operates mixed-age training sessions in which adults and junior members may train together. This is standard practice in traditional karate and provides significant benefits for younger members, including exposure to higher-level technique and the discipline of a structured dojo environment. However, mixed-age training requires additional safeguarding awareness.

The Club applies the following principles to mixed-age sessions:

- All adult members are expected to be aware that they are training alongside children and to conduct themselves accordingly at all times.
- Partner work and kumite (sparring) involving an adult and a junior member must be supervised by an Instructor and conducted with appropriate control, restraint, and consideration for the junior member's size, experience, and ability.
- Instructors will exercise judgment in pairing adults and juniors for partner drills and will intervene if any pairing is inappropriate.
- Adult members must not initiate unsupervised one-to-one contact with junior members before, during, or after training sessions.
- Changing facilities should be managed so that adults and children are not changing in the same unsupervised space at the same time. Where separate changing rooms are not available, parents/carers should be encouraged to supervise their child's changing arrangements.
- Any adult member whose behaviour towards junior members causes concern will be addressed immediately by the Instructor and, if appropriate, reported to the Club Welfare Officer.

SECTION 6: RECRUITING & SELECTING

It is vital that Stratford Karate Club takes all reasonable steps to ensure that unsuitable individuals are prevented from working with children and vulnerable adults. This applies to both paid staff and volunteers.

6.1 Controlling Access

Stratford Karate Club requires that:

- All coaches and volunteers must hold an up-to-date Enhanced DBS check.
- Individuals must disclose any criminal history or relevant safeguarding concerns.
- Records are kept confidentially and in accordance with data protection law.

6.2 Interview and Induction

All employees and volunteers will be required to:

- Complete a full application form, including details of criminal convictions or disciplinary action.
- Provide references, ideally from previous roles involving children or vulnerable adults.
- Undergo an interview — formal or informal — conducted by suitably trained staff.
- Confirm qualifications, experience, and right to work.
- Be introduced to this Safeguarding Policy and the Club's Code of Conduct.
- Understand their role and responsibilities.
- Sign a declaration of intent to follow safeguarding principles and report concerns.

6.3 Training

All staff, volunteers, and coaches working with children and/or vulnerable adults must:

- Complete safeguarding training appropriate to their role.
- Understand how to recognise poor practice and abuse.
- Know how to respond to and report concerns.
- Be able to self-assess their conduct to avoid any false accusations.
- Have access to ongoing guidance and refresher courses.
- Hold a current First Aid certificate, where applicable.

SECTION 7: USEFUL CONTACTS

National Contacts

- **NSPCC Child Protection Helpline:** 0808 800 5000 — www.nspcc.org.uk
- **Childline** (for children and young people): 0800 1111 — www.childline.org.uk
- **Disclosure & Barring Service (DBS):** 0870 90 90 811 — www.gov.uk/dbs
- **Police (non-emergency):** 101
- **Emergency Services:** 999

Club Contacts

- **Club Welfare Officer:** Aaron Storey — 07907 711552 — Sensei@stratford-karate.london
- **JKAE Safeguarding Lead / LADO:** David Burns — 07717 576859 — safeguarding@jka-england.org

APPENDIX 1: CODE OF CONDUCT — COACHES

All coaches representing Stratford Karate Club are expected to abide by the following code to ensure the safety, welfare, and development of every participant.

Respect and Equality

- Treat all participants with dignity and respect, regardless of age, ability, race, religion, gender, sexual orientation, or background.
- Promote equality and inclusion across all Club activities.
- Avoid discrimination or favouritism.

Prioritising Welfare

- Always place the well-being of the participant above the pursuit of success.
- Ensure that training and competition activities are appropriate for the age, maturity, experience, and ability of each individual.
- Maintain appropriate boundaries and avoid any physical or emotional exploitation.

Professional Conduct

- Maintain high standards of personal conduct and appearance.
- Never engage in inappropriate relationships with participants.
- Avoid behaviours or actions that could be misinterpreted.
- Uphold the Club's values and policies at all times.

Coaching Practice

- Promote the positive aspects of the sport, such as fair play, discipline, and respect.
- Never condone rule violations, use of banned substances, or abusive behaviour.
- Deliver feedback in a constructive, supportive manner — never use belittling, aggressive, or humiliating language.

Safeguarding Responsibilities

- Be fully aware of this Safeguarding Policy and follow all procedures.
- Report any concerns about the welfare of a child or vulnerable adult immediately to the Club Welfare Officer.
- Never ignore or dismiss allegations or signs of abuse.
- Always act within the law and in the best interest of participants.

Collaboration and Communication

- Work cooperatively with other coaches, officials, parents, carers, and safeguarding personnel.
- Establish clear expectations with participants and parents from the outset.
- Encourage open communication and transparency.

Training and Qualifications

- Keep coaching qualifications up to date.
- Complete safeguarding and first aid training as required by the Club or governing body.
- Continuously seek to develop coaching knowledge and skills.

Failure to adhere to this Code of Conduct may result in disciplinary action, suspension, or dismissal from Stratford Karate Club activities.

APPENDIX 2: CODE OF CONDUCT — YOUNG PEOPLE

As a valued member of Stratford Karate Club, all young people (under 18) are expected to behave in a way that reflects the Club's values of respect, safety, and integrity.

You Should:

- Be welcoming, friendly, and supportive to new and existing members.
- Always show respect to your coaches, teammates, and opponents.
- Listen carefully to instructions and follow them to the best of your ability.
- Take responsibility for your own behaviour and development.
- Play fairly, follow the rules, and accept official decisions without argument.
- Be a good sport — win with humility and lose with grace.
- Report any bullying, harassment, or unsafe behaviour to a coach or trusted adult.
- Respect the rights, dignity, and worth of every individual.
- Keep yourself and others safe by behaving responsibly.

You Should Not:

- Engage in bullying, teasing, name-calling, or deliberately hurting others.
- Use offensive, abusive, or discriminatory language (online or in person).
- Cheat, break the rules, or try to gain unfair advantage.
- Be aggressive, violent, or disruptive during sessions or events.
- Use mobile phones during training or in changing areas unless given permission.
- Damage or misuse Club property or equipment.
- Smoke, drink alcohol, or use drugs while participating in Club activities.

Commitment to the Club:

- Attend training regularly and arrive on time.
- Wear appropriate clothing and safety equipment.
- Tell your coach if you are feeling unwell or need support.
- Pay any fees on time and let us know if that is difficult for your family.
- Speak to a parent, coach, or the Club Welfare Officer if you are worried or need help.

Breaches of this Code may result in disciplinary action, which could include warnings, suspension from activities, or involvement of parents/carers.

APPENDIX 3: CODE OF CONDUCT — PARENTS & CARERS

Stratford Karate Club recognises the important role that parents and carers play in supporting their child's involvement in karate.

You Should:

- Encourage your child to enjoy participating in karate and help them understand the value of effort, fun, and development — not just winning.
- Promote fair play and good sportsmanship by applauding effort and performance, regardless of outcome.
- Respect coaches, officials, and volunteers — help your child to do the same.
- Communicate openly and respectfully with Club staff and coaches.
- Ensure your child attends training and events on time and is appropriately dressed.
- Inform the coach of any medical, physical, or emotional conditions that may affect your child's participation.
- Support the Club's rules and safeguarding procedures, including reporting any concerns to the Club Welfare Officer.
- Reinforce the Club's expectations for behaviour and conduct in your child.
- Help your child to take responsibility for their own actions and learning.

You Should Not:

- Force your child to participate or continue if they are not enjoying the activity.
- Use inappropriate language, shout at, or ridicule your child or others during sessions or events.
- Question or challenge decisions made by coaches or officials in front of children.
- Coach your child from the sidelines during training or competition.
- Enter training or competition areas unless invited by a coach.
- Share inappropriate or negative content about the Club, coaches, or other children on social media.
- Discuss sensitive matters (e.g. disputes, discipline) in front of children.

Club Cooperation:

- Pay fees promptly or discuss alternatives with the Club if needed.
- Attend meetings, events, or training sessions as requested.
- Switch off mobile phones or put them on silent during sessions.
- Set a positive example for all children by showing respect and consideration.

Failure to follow this Code of Conduct may result in restricted access to Club activities or other disciplinary action.

APPENDIX 4: EQUITY POLICY

Statement of Intent

Stratford Karate Club is fully committed to the principles of equality of opportunity and fairness. The Club is responsible for ensuring that no participant, volunteer, staff member, or applicant receives less favourable treatment on the grounds of age, gender or gender identity, race or ethnic background, disability or medical condition, sexual orientation, religion or belief, marital or parental status, or socioeconomic background.

The Club aims to provide a supportive and inclusive environment in which all members can thrive and achieve their full potential.

Legal Framework

Stratford Karate Club acknowledges its legal obligations under the Equality Act 2010, Human Rights Act 1998, Children Act 1989 & 2004, Rehabilitation of Offenders Act 1974, and Safeguarding Vulnerable Groups Act 2006.

Forms of Discrimination

- **Direct:** Treating someone less favourably based on a protected characteristic.
- **Indirect:** Applying a rule or policy that disadvantages a particular group.
- **Harassment:** Unwanted behaviour that offends, intimidates, or humiliates.
- **Victimisation:** Treating someone unfairly because they have made or supported a complaint.

Responsibilities

- Promote equality in all areas of Club operations and decision-making.
- Ensure all members, volunteers, and staff understand and comply with this policy.
- Address incidents of discrimination, harassment, or inequality promptly.
- Provide training on equality, diversity, and inclusion where appropriate.
- Make reasonable adjustments to accommodate different needs.

Any breach of this Equity Policy will be treated seriously. Action may include verbal or written warnings, suspension or termination of membership or employment, or referral to appropriate governing or legal bodies.

APPENDIX 5: GUIDELINES FOR TRANSPORTING CHILDREN & VULNERABLE ADULTS

General Principles

- The safest transport arrangement is for parents/carers to take full responsibility for transporting their own child or dependent to and from events.
- When this is not possible and Club transportation is required, it must be planned, documented, and authorised in advance.
- Consent forms must be obtained from parents or carers for all transport provided by or arranged through the Club.

When Using Coach or Minibus Transport

- Use a reputable company with appropriate insurance and licensing.
- Ensure all children and vulnerable adults have a seat and seatbelt.
- Assign sufficient adult supervisors for the number of participants.
- Supervisors must have access to a full passenger list, emergency contact details, pick-up and drop-off details, and any medical or special requirements.
- Participants must not be left unsupervised at drop-off locations.

When Private Cars Are Used

- Written parental/carer consent must be obtained in advance.
- The driver must be DBS checked and insured for business use if transporting as part of Club duties.
- Wherever possible, avoid one-to-one situations in a vehicle. Two children or another adult should ideally be present.
- Parents should be informed of who is transporting their child, the reason and purpose for travel, and collection/drop-off times and locations.
- The Club should maintain a record of travel arrangements for each event involving transport.

Unforeseen Situations

If an unavoidable situation arises where a child or vulnerable adult must be transported alone (e.g. medical emergency), the coach or staff member must inform the parent/carer and the Club Welfare Officer as soon as possible. A written record of the situation should be completed immediately afterward, noting the reason, route taken, and time of travel.

APPENDIX 6: SUPERVISION OF CHILDREN & YOUNG PEOPLE

General Responsibilities

From the moment a child or vulnerable adult arrives at a Club activity, staff and volunteers act in loco parentis and assume a duty of care. There must always be a designated adult responsible for the safety and supervision of all participants.

Roles and Boundaries

- Supervisors must be DBS checked, approved by the Club, and briefed on safeguarding responsibilities.
- All supervisors must know the names and emergency contact information of all participants, any relevant medical needs or special requirements, and the Club's procedures for missing persons and emergencies.

Supervisors should not:

- Leave children unattended.
- Be left alone one-on-one with a participant (unless unavoidable and reported).
- Transport children without following the Club's transport policy.

Missing Child Procedure

- Conduct a quick search of the immediate area (within 5 minutes).
- Alert the Club Welfare Officer or Event Coordinator.
- Inform emergency services within 20 minutes if the individual is not found.
- Inform the parent/carer as soon as possible.
- Complete an incident report once the situation is resolved.

APPENDIX 7: ANTI-BULLYING POLICY

Stratford Karate Club is committed to providing a safe, inclusive environment where bullying of any kind is not tolerated.

Types of Bullying

- **Physical:** Hitting, kicking, pushing, or damaging property.
- **Verbal:** Name-calling, insults, racist or sexist remarks, threats.
- **Emotional:** Spreading rumours, excluding someone, humiliation.
- **Sexual:** Inappropriate touching, sexual comments, gestures.
- **Online/Cyberbullying:** Abusive messages, fake profiles, public shaming via social media or messaging apps.

Recognising Signs of Bullying

- Becoming withdrawn, anxious, or showing sudden changes in behaviour.
- Avoiding attending training or events.
- Unexplained injuries.
- Drop in performance or confidence.
- Signs of depression, nightmares, or self-harm.
- Frequently losing possessions or money.

Reporting and Response

Anyone — child, parent, or volunteer — can report bullying to the Club Welfare Officer, a coach, or another trusted adult. Reports can be made verbally or in writing. All allegations will be investigated promptly, fairly, and confidentially.

Actions the Club May Take

- Mediation between parties.
- Formal warning to those involved.
- Removal from a session or event.
- Suspension or expulsion from the Club.
- Referral to external authorities (e.g. school, social services).

Stratford Karate Club will take a zero-tolerance approach to bullying in any form. Support for victims will include reassurance, regular check-ins, involvement of parents/carers, referrals to external support services if needed, and monitoring to prevent recurrence.

APPENDIX 8: PHOTOGRAPHIC & RECORDED IMAGES POLICY

Stratford Karate Club recognises that photography and video recordings can be valuable for celebrating achievements and promoting the Club. However, inappropriate use can pose risks to children and vulnerable adults.

Relationship with the Media Licence Agreement

Members (and parents/guardians of junior members) grant the Club a licence to capture and use media as a contractual condition of membership, as set out in the Release, Indemnity & Media Licence Agreement. This appendix supplements that agreement with safeguarding-specific guidelines for the responsible capture and use of images.

Safeguarding Guidelines

- Focus on the activity, not the individual child, wherever possible.
- Ensure children are appropriately dressed for the context.
- Avoid taking or publishing images that could be misused (e.g. uniforms with full names visible).
- Photographs should not include personal details such as full names, contact information, or addresses.
- Only designated Club officials, coaches, or parents with permission may take images at events.
- Spectators or visitors wishing to take photographs must seek permission from the event organiser or Welfare Officer.
- Unidentified individuals taking photos or videos will be approached and asked to identify themselves.

Video as a Coaching Tool

- Coaches may use video as a teaching aid with prior notification to participants and parents.
- Videos must be stored securely and deleted when no longer needed.
- Any footage shared for review must be limited to relevant participants and not shared publicly.

Reporting Concerns

If anyone feels uncomfortable about a photograph or video being taken, they should report it immediately to a coach, event organiser, or the Club Welfare Officer. Any misuse or inappropriate content should be reported and acted upon in line with this Safeguarding Policy.

APPENDIX 9: RESPONDING TO CONCERNS ABOUT A PARENT OR CARER

If you are concerned about the behaviour of a parent or carer:

- Report your concerns to the Club Welfare Officer as soon as possible.
- If the Welfare Officer is not available, contact local social services, the police (if there is immediate danger), or the NSPCC Helpline (0808 800 5000).
- Record what was said or observed as soon as possible, including time, date, location, names of those involved, direct quotes or descriptions, and your name and signature.
- Do not confront the parent or carer yourself.
- Keep all information confidential and share only with the appropriate authorities.
- Ensure the immediate safety of the child or vulnerable adult if there is a risk of harm.
- The Welfare Officer or designated person will determine whether to inform the parent or carer, depending on the risk level and advice from statutory services.

Even if you are unsure, always share your concern with the Welfare Officer or the relevant agency. It may be one part of a larger pattern of concern.

APPENDIX 10: RESPONDING TO CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER

If you are concerned about the behaviour of a Club representative:

- Report the concern immediately to the Club Welfare Officer.
- If the Welfare Officer is unavailable, or if the concern involves them, escalate directly to the LADO, police (if immediate risk or criminal behaviour is suspected), or NSPCC Helpline.

Examples of Concerning Behaviour:

- Inappropriate physical contact.
- Sexualised behaviour or remarks.
- Bullying or belittling.
- Abuse of power or authority.
- Discrimination or verbal abuse.
- Isolating or favouring particular participants.
- Breaching Club policies on safeguarding or conduct.

Do not attempt to investigate the matter yourself, promise confidentiality to the person raising the concern, or delay reporting because the evidence is unclear or incomplete. The Welfare Officer or external agency will conduct a risk assessment, inform relevant safeguarding authorities, and decide whether formal disciplinary investigation is necessary. All concerns must be documented using the Incident Report Form (Appendix 11).

APPENDIX 11: INCIDENT REPORT FORM

This form should be completed as soon as possible following any incident or concern involving a child, young person, or vulnerable adult. Submit it to the Club Welfare Officer.

A. REPORTER INFORMATION	
Name of person reporting:	
Role/position at the Club:	
Contact number:	
Date of report:	
B. DETAILS OF PERSON CONCERNED	
Full name of child/vulnerable adult:	
Date of birth / Age:	
Address (if known):	
Parent/Carer name(s):	
C. INCIDENT DETAILS	
Date of incident:	
Time of incident:	
Location of incident:	
Describe exactly what happened (include the individual's own words where possible):	
Were there any visible injuries or concerning behaviours?:	
Were any photos or evidence taken? (Yes/No):	
D. WITNESSES	
Name(s) and contact information of any witnesses:	
E. ACTION TAKEN	
Who was the concern reported to?:	
When was it reported? (Date/Time):	
What action was taken immediately?:	
Is the child/vulnerable adult aware this report was made? (Yes/No):	
Is the parent/carers aware? (Yes / No / Not yet / Not appropriate):	

F. SIGNATURE	
Signature:	
Print name:	
Date:	
G. FOR CLUB USE ONLY	
Referred to (Police / Social Services / LADO / Other):	
Date referred:	
Report received by:	
Additional notes:	

APPENDIX 12: ROLE OF THE DESIGNATED SAFEGUARDING OFFICER

The Designated Safeguarding Officer (DSO), also known as the Club Welfare Officer, is responsible for leading and overseeing all safeguarding matters within Stratford Karate Club. This individual acts as the first point of contact for anyone with concerns about the welfare or safety of a child or vulnerable adult.

Core Responsibilities

Promote Safeguarding Awareness: Ensure all staff, volunteers, parents, and participants are aware of the Club's safeguarding policies. Act as a visible, approachable safeguarding lead and promote a culture where safeguarding is everyone's responsibility.

Respond to Concerns: Receive, record, and act upon safeguarding concerns. Support individuals raising concerns while maintaining confidentiality. Refer cases to the appropriate statutory agencies. Ensure records are accurate, dated, and securely stored.

Implement Policies: Oversee the application of safeguarding policies in training, competition, and Club operations. Lead reviews and updates of policies every 3 years (or sooner if needed). Ensure safeguarding is included in event planning and risk assessments.

Support and Train Staff: Ensure all individuals working with children or vulnerable adults have current DBS checks, completed safeguarding training, and understood Codes of Conduct. Organise induction for new staff or volunteers.

Liaise with External Bodies: Work in partnership with governing bodies, social services, and police when required. Stay up to date on national safeguarding guidance and legislation.

Essential Qualities

- Experience working with children or vulnerable adults.
- Good communication and listening skills.
- Discretion and the ability to manage sensitive information.
- Training in child protection and safeguarding procedures.
- Empathy and sound judgment under pressure.

APPENDIX 13: DISCLOSURE & BARRING SERVICE (DBS)

The Disclosure and Barring Service helps employers and organisations make safer recruitment decisions. At Stratford Karate Club, DBS checks are an essential part of safeguarding and are required for all individuals in regulated roles.

Who Needs a DBS Check?

- All staff, coaches, volunteers, or officials who work directly with children or vulnerable adults.
- Anyone who supervises training or competition sessions.
- Anyone who offers transport, overnight supervision, or one-to-one coaching.
- The Club Welfare Officer and any person with safeguarding responsibility.

Renewals and Updates

- DBS checks should be renewed every 3 years, or earlier if the Club deems it necessary.
- Staff may use the DBS Update Service to keep certificates current.
- Individuals must inform the Club immediately of any new convictions or safeguarding concerns.

Confidentiality

DBS certificates are confidential documents. The Club will not retain copies beyond statutory limits. Information will be handled in accordance with the Data Protection Act 2018 and UK GDPR.

APPENDIX 14: RELEVANT LEGISLATION & GUIDANCE

Key Legislation

- **Children Act 1989 & 2004** — duty to safeguard and promote the welfare of children.
- **Working Together to Safeguard Children (2018)** — statutory guidance on organisational responsibilities.
- **The Care Act 2014** — duties to protect vulnerable adults from abuse and neglect.
- **Safeguarding Vulnerable Groups Act 2006** — legal framework for the DBS.
- **Protection of Freedoms Act 2012** — updates to the criminal records and vetting system.
- **Sexual Offences Act 2003** — defines sexual offences and abuse of positions of trust.
- **Human Rights Act 1998** — rights to privacy, protection from inhuman treatment, and freedom from discrimination.
- **Equality Act 2010** — protects individuals from discrimination.
- **Data Protection Act 2018 / UK GDPR** — regulates the storage and handling of personal information, including safeguarding records.
- **Rehabilitation of Offenders Act 1974** — defines when convictions become spent.

Recommended Resources

- NSPCC Child Protection in Sport Unit — www.thecpsu.org.uk
- NSPCC Helpline — 0808 800 5000
- Childline — 0800 1111 — www.childline.org.uk
- Disclosure and Barring Service — www.gov.uk/dbs
- UK Coaching — Safeguarding & Protecting Children — www.ukcoaching.org
- Local Safeguarding Children Partnerships — contact your local authority
- Local Authority Designated Officer (LADO) — responsible for concerns about adults working with children

APPENDIX 15: ONLINE SAFETY & SOCIAL MEDIA POLICY

Stratford Karate Club recognises that children, young people, and adults increasingly interact through digital platforms. While these tools can support Club activities and communication, they also present safeguarding risks.

Guidelines for Coaches, Staff, and Volunteers

- Do not friend, follow, or message participants under 18 via personal accounts.
- All communication with young people should be Club-related, use official Club channels (e.g. email or Club WhatsApp with parent included), and include parents/carers where possible.
- Never share or comment on inappropriate content or engage in banter that could be misinterpreted.
- Do not post photos or videos of participants online without appropriate authorisation in line with the Media Licence Agreement and this Safeguarding Policy.
- Report any online concerns or inappropriate messages to the Club Welfare Officer.

Guidelines for Children and Young People

- Always be kind and respectful online — no bullying or mean messages.
- Do not share personal details (like your address or phone number).
- Tell a parent, coach, or the Club Welfare Officer if something online makes you feel uncomfortable.
- Never post or forward hurtful, rude, or inappropriate things about other people.

Guidelines for Parents and Carers

- Monitor your child's online activity, especially in group chats linked to the Club.
- Ensure children understand the Club's expectations for online behaviour.
- Report concerns about online conduct or digital images to the Club Welfare Officer.

All concerns about online safety will be taken seriously and may be referred to the police, social services, or the LADO where appropriate. Breaches of this policy may result in disciplinary action, including suspension from Club activities.

This policy was last updated on 16 April 2026. Stratford Karate Club is affiliated with Japan Karate Association England (JKAE). Next scheduled review: April 2029.