



The Wado Kokusai Suzuki-ha Europe is a representative international governing body, for Wado Kokusai. With Wado Kokusai Suzuki-ha Karate-do Ireland being a Full member. (WKKI)

More than 60% of our membership is aged less than 16 years and we have produced this Child Protection Policy for implementation within the WKSE because –

All sporting organisations, which make provision for children and young people, have a responsibility to ensure that:

The welfare of the child is paramount;

All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;

All staff (paid /unpaid) working in sport has a responsibility to report concerns to the appropriate officer.

Policy statement

Karate as a sport and pastime has a duty of care to safeguard all children involved in Karate from harm. All children have a right to protection, and the needs of disabled children and other Adults who may be particularly vulnerable must be taken into account.

The WKSE will ensure the safety and protection of all children involved in our clubs in Wado Kokusai Suzuki-ha Karate-do Ireland in Conjunction with ONAKAI who are the Governing Body for Karate in Ireland

A child is defined as under 18 years of age The Children Act 1989.

Policy aims

The aim of the WKKI Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Karate instructors affiliated to the Wado Kokusai Suzuki-ha Karate-do Ireland .
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.

Promoting Good Practice with Young People

Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. Abuse can occur within many situations including the home, school and the sporting environment. It is a fact of life that some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

All suspicious cases of poor practice should be reported to the Wado Kokusai Suzuki-ha Karate-do Ireland and or relevant authorities following the guidelines in this document.

When a child enters, the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Karate:

Good practice means:

1. Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).
2. Treating all young people/disabled adults equally, and with respect and dignity.
3. Always putting the welfare of each young person first, e.g. before winning.
4. Maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
5. Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process;
6. Making sport fun, enjoyable and promoting fair play.
7. Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme.
8. Keeping up to date with the technical skills, qualifications and insurance in sport.
9. Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
10. Ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur)
11. Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
12. Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
13. Giving enthusiastic and constructive feedback rather than negative criticism.
14. Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
15. Securing parental consent in writing to *act in loco parents*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
16. Keeping a written record of any injury that occurs, along with the details of any treatment given.
17. Requesting written parental consent if club officials are required to transport young people in their cars.

Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

*Avoid spending excessive amounts of time alone with children away from others;
Avoid taking children to your home where they will be alone with you.*

Practice never to be sanctioned

The following should never be sanctioned. You should never:

Engage in rough, physical or sexually provocative games, including horseplay.

Share a room with a child.

Allow or engage in any form of inappropriate touching.

Allow children to use inappropriate language unchallenged.

Make sexually suggestive comments to a child, even in fun.

Reduce a child to tears as a form of *control*.

Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Do things of a personal nature for children or disabled adults that they can do for themselves.

Invite or allow children to stay with you at your home or room unsupervised.

NB. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, e.g. if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting/assisting to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are told.

If you accidentally hurt a player.

If he/she seems distressed in any manner.

If a player appears to be sexually aroused by your actions.

If a player misunderstands or misinterprets something you have done.

Guidelines for Use of Photographic Filming Equipment at Wado Kokusai Suzuki-ha Karate-do Ireland Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Club Child Protection Officer.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Recruitment and selecting staff and volunteers

The Wado Kokusai Suzuki-ha Karate-do Ireland recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

When undertaking pre-selection checks the Wado Kokusai Suzuki-ha Karate-do Ireland will undertake the following:

All volunteers /staff will complete an application form. The application form will elect information about applicants past and a self-disclosure about any criminal record.

Consent should be obtained from an applicant to seek information from the Criminal Records Bureau (through ONAKAI) and the appropriate check will be carried out – usually enhanced disclosure. Garda Vetting

Two confidential references, including where possible, one regarding previous work with children. These references must be taken up and confirmed through telephone contact.

Evidence of identity (Passport or driving licence with Photo).

NB All current Wado Kokusai Suzuki-ha Karate-do Ireland employees and officers will complete a declaration of self-assessment. Responding to suspicions or allegations

It is not the responsibility of anyone working in Karate, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

The Wado Kokusai Suzuki-ha Karate-do Ireland assures all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

The following action should be taken if there are concerns

Report concerns to the Club Child Protection Officer. If the Officer is uncontactable report it to the Wado Kokusai Suzuki-ha Karate-do Ireland Child Protection Officer.

If Both Are uncontactable report direct to the ONAKAI Protection Officer.

The Club Child Protection Officer should always inform the Wado Kokusai Suzuki-ha Karate-do Ireland Child Protection Officer on the appropriate form provided.

Poor Practice

If, following consideration, the allegation is clearly about poor practice; the Club Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Wado Kokusai Suzuki-ha Karate-do Ireland Child Protection Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Club Child Protection Officer will also notify the relevant Wado Kokusai Suzuki-ha Karate-do Ireland Child Protection Officer who will notify the relevant ONAKAI Child Protection Officer who will advise or and deal with any procedural issues and media enquiries.

If the Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made direct to the Wado Kokusai Suzuki-ha Karate-do Ireland Child Protection Officer who will refer the allegation to the ONAKAI Child Protection Officer.

The relevant Protection Officer will refer the allegation to the social services department who may involve the police, or go directly to the Garda if out-of-hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *need to know basis* only. This includes the following people:

The Association Child Protection Officer.

The parents of the person who is alleged to have been abused.

The person making the allegation.

Social services/Garda.

The Club Child Protection Officer.

The ONAKAI Child Protection Officer.

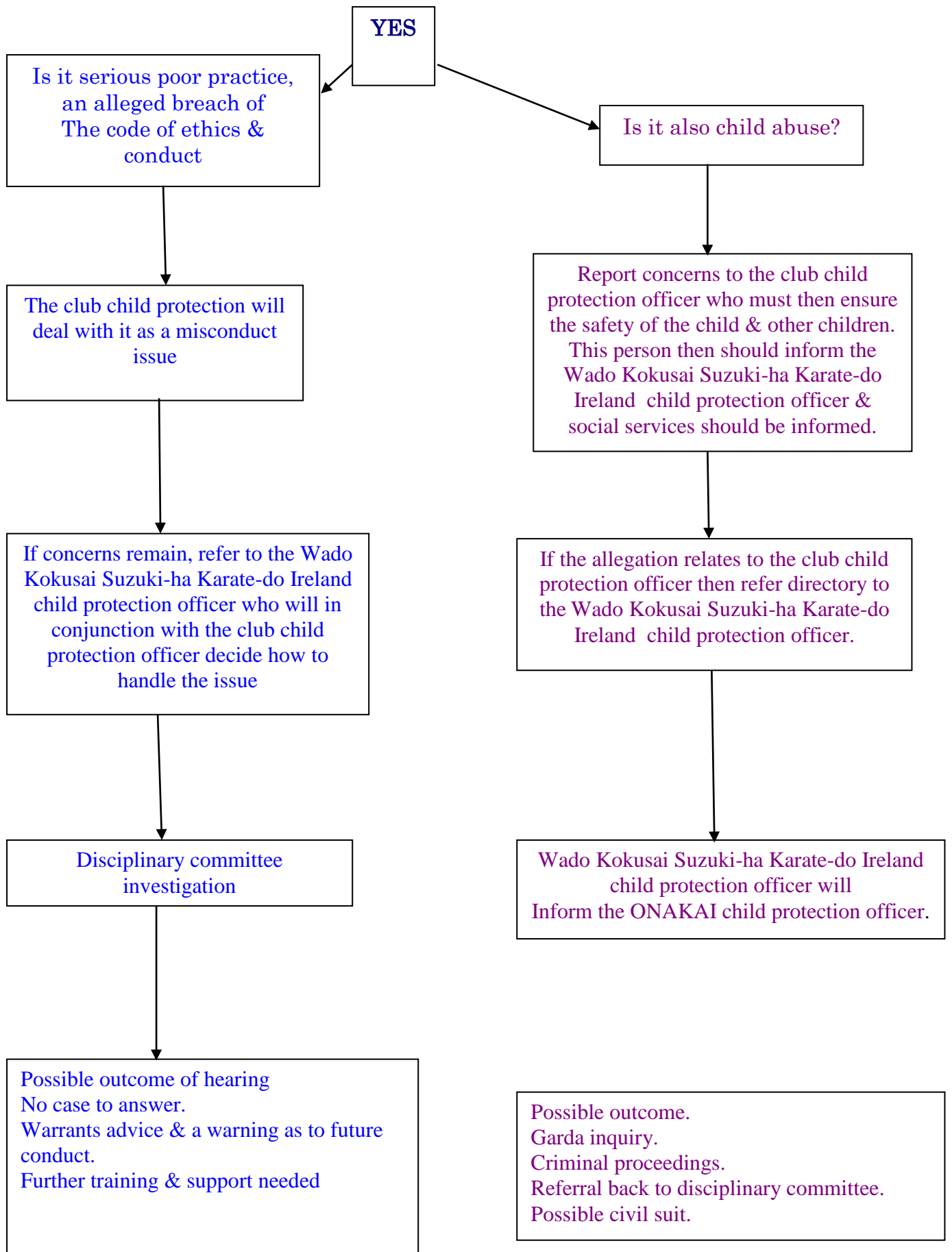
The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach alleged abuser.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If you do not know whom to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A MEMBER OF STAFF OR VOLUNTEER



Information passed to the social services or the Garda must be as helpful as possible, hence the necessity for making a

Detailed record at the time of the disclosure/concern. Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following:

Name of child

Age of child and date of birth

Home address and telephone number

Is the person making the report expressing their own concerns or those of someone else?

What is the nature of the allegation? Include dates, times, any special factors and other relevant information.

Make a clear distinction between what is fact, opinion or hearsay.

A description of any visible bruising or other injuries. Behavioural signs indirect signs?

Witnesses to the incidents.

The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.

Have the parents been contacted?

If so what has been said?

Has anyone else been consulted? If so record details.

If it is not the child making the report has the child concerned been spoken to? If so what was said?

Has anyone been alleged to be the abuser? Record details.

The Wado Kokusai Suzuki-ha Karate-do Ireland has designed a form for your use.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

Internal Enquiries and Suspension

The Wado Kokusai Suzuki-ha Karate-do Ireland Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further garda and social services inquiries.

Irrespective of the findings of the social services or Garda inquiries the Wado Kokusai Suzuki-ha Karate-do Ireland Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Garda. In such cases, the Wado Kokusai Suzuki-ha Karate-do Ireland Disciplinary Committee will reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

Action if bullying is suspected

BULLYING

The risk of bullying and harassment by adults and by children should be anticipated by taking active steps to prevent it occurring. A prompt and decisive response should be made to any indications that it is taking place

What is Bullying?

Bullying is repeated aggression be it verbal, psychological or physical, which is conducted by an individual or group against others. It is behavior, which is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools, sports clubs and other organizations working with children. It includes behaviors such as teasing, taunting, threatening, hitting or extortion by one or more children against a victim. It is the responsibility of Sports Leaders to deal with bullying that may take place in the organization. Each club/organization should have a clear policy on bullying which is known to members and implemented by Sports Leaders. Incidents of bullying should be dealt with immediately and not tolerated under any circumstances.

Many children are reluctant to tell adults that they are being bullied. Older children are even more reluctant. This underlines the need for constant vigilance and encouragement to report bullying.

Types of Bullying

Bullying can occur:

- Child to child -includes physical aggression, verbal bullying, intimidation, damage to property and isolation
- Adult to child -includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child.
- Child to adult – includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children.

Combating Bullying

All clubs/organizations should have an anti-bullying policy, which includes the following measures:

- Raising awareness of bullying as an unacceptable form of behavior
- Creating a club ethos that encourages children, Sports Leaders and parents/guardians to report bullying and to use the procedures of the complaints mechanism of the organization to address this problem
- Providing comprehensive supervision of children at all sporting activities
- Providing a supportive environment for victims of bullying
- Obtaining the co-operation of parents/guardians to counter bullying

The same procedure should be followed as set out in the Section relating to responding to suspicions or allegations, if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Remember: In all Child Protection issues –

Maintain confidentiality on a *need to know* basis only.

Ensure the Association Child Protection Officer follows up with social services.

The Association Child Protection Officer should also report the incident to the ONAKAI Child Protection Officer who will advise, support and report as necessary.

Contact; Mr Alan Smith. Wado Kokusai Suzuki-ha Karate-do
Ireland Child Protection Officer.

Address; 20 Ormond View, Swords Manor, Swords, Co. Dublin

Telephone; 01 8407210

Mobil; 087 2028837

Contact; Mr Paschal Nugent ONAKAI Child Protection Officer

Address;

Telephone;

Mobil; 086 2795274

Contact; HSC Ask for Duty Social Worker

Wado Kokusai Suzuki-ha Karate-do Ireland
Recording Allegations or Suspicions of Abuse Form.

•Name of Child _____ •Age _____

•Any special factors _____

•Parent 's/Guardian 's names _____

•Home address _____

Telephone _____ Mobil _____

•Is the person making the report expressing their own concerns, or passing those of somebody else?
If so, record details

•What has prompted these concerns?

Include dates and times of any specific incidents

•Any physical signs?

Behavioral signs?

Indirect signs?

•Has the child been spoken to? If so, what was said?

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•Have the parents/guardians been contacted? If so, what has been said?

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•Has anyone been alleged to be the abuser? If so, record details

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•Has anyone else been consulted? If so, record details

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| Social services YES NO | If yes – where: Date: Time: Name and contact number: Details of advice received: |
| Garda YES NO | If yes – where: Date: Time: Name and contact number: Details of advice received: |
| Local Authority YES NO | If yes – where: Date: Time: Name and contact number: Details of advice received: |
| ONAKAI YES NO | If yes – where: Date: Time: Name and contact number: Details of advice received: |

Name of person making Allegation _____
 Address _____

Telepnone _____

Signature _____ Date _____

Signature of WKKI Child Protection Officer. _____

Wado Kokusai Suzuki-ha Karate-do Ireland

Declaration Form-Confidential

DECLARATION FOR ALL STAFF AND VOLUNTEERS WORKING WITH CHILDREN

You must present proof of identity

Have you ever been convicted of a criminal offence or been the subject of a Caution or a Bound Over Order? YES____ NO_____

If so, please state below the nature and date(s)of the offence(s)

Name: _____ Date: _____

Any surname previously known by: _____

Address: _____

D.O.B. _____

Place of Birth: _____

Signed: _____ Date: _____

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974(Exceptions)(Amendment (Order) 1986 you should declare all convictions, including “spent ” convictions..