



SAFEGUARDING POLICY AND GENERAL CODE OF CONDUCT

Safeguarding Policy and Procedures

Name of organisation: Worcestershire Martial Arts

Section heading	Explanatory notes	Section content
<p>1. Introduction</p>	<p>This safeguarding policy is important to our organisation and the policy aims to achieve a guideline for Safeguarding policy and procedure at Worcestershire Martial Arts.</p> <p>As a community club Worcestershire Martial Arts instructors are likely to come into contact with children and adults with different backgrounds. This document is intended to help support our instructors delivering classes that have intensive contact* with students which may include vulnerable children or adults.</p> <p>* 'intensive contact' (3 days or more within a 30 day period).</p>	<p>Worcestershire Martial Arts makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Worcestershire Martial Arts comes into contact with children and / or vulnerable adults through the following activities: Delivering Martial Arts Classes Sparring Self-Defence Take Downs Helping students maintain correct technique</p> <p>The types of contact with children and / or vulnerable adults will be regulated</p> <p>This policy seeks to ensure that Worcestershire Martial Arts undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid instructors in their practices and clarifies the organisation's expectations.</p>
<p>2. Confirmation of reading</p>		<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Worcestershire Martial Arts.</p> <p>Please complete the details below and return this completed form to Sally Gleaves or Alice Laverty.</p> <p>Employee Name :</p>

		<p>Employee Signature:</p> <p>Date:</p>
<p>3. Legislation</p>		<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ Working together to safeguard Children 2010 ○ The Children Act 1989 ○ The Adoption and Children Act 2002: ○ The Children act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974
<p>4. Definitions</p>		<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Emotional abuse

		<ul style="list-style-type: none"> • Bullying • Neglect • Financial (or material) abuse <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none"> • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless
<p>5. Responsibilities</p>	<p>Lead responsibility for safeguarding – Alice Laverty. Key responsibilities at various levels are:</p> <ul style="list-style-type: none"> • The policy is in place and appropriate • The policy is accessible • The policy is implemented (All Instructors) • The policy is monitored and reviewed (Alice Laverty and Sally Gleaves) • Liaison with and monitoring the Designated Senior Manager work • Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented • Promoting the welfare of children and vulnerable adults 	<p>All Instructors have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all instructors to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p>

	<ul style="list-style-type: none"> • Ensure instructors have access to appropriate training/information (Sally Gleaves) • Receive instructors concerns about safeguarding and respond to all seriously, swiftly and appropriately • Keep up to date with local arrangements for safeguarding and CRB • Take forward concerns about responses 	
<p>6. Implementation Stages</p>	<p>Other policies which link with the Safeguarding policy.</p> <ul style="list-style-type: none"> • Child Protection Policy • Whistleblowing –ability to inform on other instructors/ practices within the organisation • Health and Safety policy, including lone working procedures, risk assessment, mitigating risk to instructors and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory • Data protection (how records are stored and access to those records) • Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose • Instructors induction • Instructors training • Code of Conducts <ul style="list-style-type: none"> ▪ Parents/Guardians ▪ Junior Members ▪ Adult Members ▪ Officials & Volunteers 	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. See Explanatory note for other policies</p> <p>Criminal Bureau Records/ Disclosure and Barring Service Gap Management</p> <p>Worcestershire Martial Arts commits resources to providing Criminal Bureau Records check on instructors whose roles involve contact with children and /or vulnerable adults.</p>

	<p>There are various aspects which should be more explicitly detailed within the Safeguarding Policy. These relate to:</p> <p>Criminal Records Bureau/ Disclosure and Barring Service checks</p> <p>Worcestershire Martial Arts will ensure that their established instructors and roles are regularly reviewed through e.g.</p> <ul style="list-style-type: none"> • A 3 year rolling programme of re-checking CRB/DBS's is in place for holders of all identified posts. • Existing instructors (paid or unpaid) who transfer from a role which does not require a CRB/DBS check to one which involves contact with children / vulnerable adults will be subject to a CRB /DBS check. 	
<p>7. Communications training and support for instructors</p>	<p>During instructor training and safeguarding training instructors participate in:</p> <ul style="list-style-type: none"> • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence) • Initial training on safeguarding including: safe working practices, understanding child protection and the guide for adult safeguarding <p>Training: Worcestershire Martial Arts in house training Sports Partnership Hereford & Worcester courses</p> <p>Communications – discussion of safeguarding issues</p>	<p>Worcestershire Martial Arts commits resources for induction, training of instructors, effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include the signposting of new instructors onto relevant instructor training and safeguarding training</p> <p>Training All instructors who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level.</p> <p>Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: discussion at team meeting and during one to one meetings</p>

	take place at: <ul style="list-style-type: none"> • team meetings • One to one meetings (formal or informal), 	
8. Professional boundaries	<ul style="list-style-type: none"> • 	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Worcestershire Martial Arts expects instructors to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> • Giving and receiving gifts from clients: Worcestershire Martial Arts allows instructors to give gifts to or receive gifts from clients at the instructor’s professional discretion. • Instructors contact with user groups. A personal relationship between an instructor and a client who is a current service user is prohibited. This includes relationships through social networking sites such as Facebook. • Prohibited/Discouraged behavior <ul style="list-style-type: none"> ▪ Use of abusive language ▪ Use of excessive punishment or chastisement ▪ Passing on service users’ personal contact details ▪ Taking family members to a client’s home ▪ Accepting responsibility for any valuables on behalf of a client ▪ Accepting money as a gift/ Borrowing money from or lending money to service users <p>For more information please refer to the following policies which provide guidance: Code of conduct, Inclusion & Social Media Policy</p>

		<p>The following policies also contain guidance on instructors (paid or unpaid) conduct: Code of Conduct for officials & Volunteers</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
<p>9. Reporting</p>	<p>If you have any concerns about a particular child or young person and feel that they may be in need of protection or safeguarding members of the public should contact the Family Front Door on 01905 822666 from Monday to Thursday 8.30am to 5.00pm, Friday 8:30am to 4:30pm.</p> <p>If the immediate manager is implicated, then refer to their line manager or peer.</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Worcestershire Martial Arts.</p> <p>Communicate your concerns with the safeguarding officer</p> <p style="text-align: center;">↓</p> <p>Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p>Discuss with parents of child Or with vulnerable person.</p> <p>Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p>Complete Worcestershire Martial Arts Safeguarding incident report form</p> <p style="text-align: center;">↓</p> <p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority Worcestershire County Council, within 24 hours of making a contact or submit Worcestershire Martial Arts Safeguarding incident report form</p> <p style="text-align: center;">↓</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p>

<p>10. Allegations Management</p>		<p>Worcestershire Martial Arts recognises its duty to report concerns or allegations against its instructors within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows: First step: Any instructors from Worcestershire Martial Arts are required to report any concerns in the first instance to their safeguarding manager officer or a peer. 'A written record of the concern will be completed by the safeguarding officer'</p> <p>Second step- contact local authority for advice. Worcestershire County Council, the Family Front Door on 01905 822666 from Monday to Thursday 8.30am to 5.00pm, Friday 8:30am to 4:30pm.</p> <p>Worcestershire Martial Arts recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid instructors to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>
<p>11. Monitoring</p>		<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • CRB/DBS checks undertaken • Records made and kept of supervision/observation of teaching and learning sessions • Training – register/ record of instructors training on child/

		<p>vulnerable adult protection</p> <ul style="list-style-type: none"> • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
12. Managing information		<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy & Social Media Policy</p> <p>All instructors must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the designated safeguarding officer.</p> <p>All instructors must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
13. Conflict resolution and complaints		<p>Worcestershire Martial Arts is aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at www.gscb.org.uk) and if necessary this will be taken forward by the safeguarding officer – Alice Laverty</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by the business owner via the Worcestershire County Council Children’s, Families and Communities Directorate.</p>
14. Communicating and reviewing the policy		<p>Worcestershire Martial Arts will make clients aware of the Safeguarding Policy through the following means:-</p> <ul style="list-style-type: none"> ▪ Codes of Conduct

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| | | <ul style="list-style-type: none">▪ Child Protection Policy▪ Verbal Discussion upon becoming a member |
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This policy will be reviewed by Sally Gleaves, every 2 years and when there are changes in legislation.