

Safeguarding Adults at Risk Policy



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| G | DBS Check Flowchart | |
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| J | FGM Flowchart | |
| K | Reporting safeguarding concerns flowchart (utilised from the Ann Craft Trust) | |
| L | Sources of Information and Support | |
| M | Data sharing flowchart | |
| N | Monitoring Compliance | |
| O | Values and Behaviours Framework | |
| P | Equality Impact Assessment | |

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1. Summary

- 1.1. Throughout this document the English Karate Federation is referred to as the EKF. The EKF Governing Body has developed this policy for implementation throughout the EKF organisation and its member Associations within England.
- 1.2. The EKF fully recognises the need to make optimal provision for the safeguarding and wellbeing of adults at risk that participate in the sport of karate, either as a self-defence art or sport environment, and acknowledges its moral and legal responsibility to ensure that:
 - The welfare of the adult at risk is paramount
 - All adults at risk, 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 or unpaid) working within our organisation have a responsibility to report concerns to the appropriate protection officer
- 1.3. Within England and Wales, citizens are classed as adults when they reach their 18th birthday (in Scotland adults are 16 years and over). However, this also includes and applies to anybody over the age of 18 who may be deemed to be a child or young person due to the nature of their training e.g. under 21 squad training sessions.
- 1.4. The EKF is committed to working in partnership with all agencies to ensure best practice when working with adults at risk.
- 1.5. Adopting best practice will help to safeguard those participants from potential abuse as well as protecting coaches and other adults in positions of responsibility from any potential allegation of abuse or poor practice.

2. Scope

- 2.1. This safeguarding adult policy and associated procedures apply to all individuals involved in the English Karate Federation; including Board members, Staff, Coaches, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.
- 2.2. We expect our partner organisations, including for example, affiliated clubs, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.
- 2.3. The policy should be implemented by member associations and is applicable to all within the EKF.

3. Roles and Responsibilities

| Role | Responsibility |
|------------------------|---|
| EKF Board of Directors | Overall responsibility for ensuring that the policy is implemented in full. |

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| | Undertake training as part of their duties as a Director. |
| EKF Lead Child Protection Officer | As per job description contained within Appendix A |
| EKF Safeguarding Officers | As per job description contained within Appendix B Safeguarding will also be represented on a number of Board Sub-Committees. Please see Appendix C for the EKF meeting structure/organogram |
| Association and Club Safeguarding Officers | As per Appendix D. To ensure the Associations are compliant with this policy and take steps to address shortfalls. To link with the EKF Safeguarding Team on all relevant matters as per policy. |
| EKF Safeguarding Committee | As per Terms of Reference detailed in Appendix E and Appendix F |
| EKF Compliance Director | To act as the Vice-Chair of the Safeguarding Committee |
| EKF Equality, Diversity and Inclusion Director | To be a core member of the Safeguarding Committee and actively champion the rights of minority groups who can often be at increased risk of safeguarding issues |
| All EKF affiliated Associations and Clubs | To implement the policy in full by December 2024 ensuring that all coaches are DBS checked as required (see Appendix G) |
| All members | Read, acknowledge and follow the policy. Report all incidents as required (see Appendix H, I and J) |

4. Policy statement

- 4.1. The EKF has a duty of care to safeguard all adults at risk - involved in all forms of Karate - from harm. Furthermore, the dignity, rights and worth of all adults will be maintained and will be underpinned by this policy.
- 4.2. All adults at risk have a right to protection from both abuse and poor practice. As such the EKF will strive to ensure the safety and protection of all vulnerable adults involved in our sport through adherence to the Vulnerable Adults Policy (ratified and adopted by the EKF and approved by Sport England and the Safeguarding Code in Martial Arts).
- 4.3. Sport can (and does) have a very powerful and positive influence on people and fits with governmental policy of promoting a healthier and more active lifestyle. Not only can sport provide opportunities for enjoyment and achievement, but it can help to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. Moreover, it is widely acknowledged amongst professionals that having access to leisure facilities and community groups can be key drivers in preventing and reducing social and physical isolation. By preventing or reducing isolation this in turn reduces the risk of abuse. This has also been acknowledged and been the driving force behind legislation e.g. The Care Act 2014.
- 4.4. The EKF must ensure that for those positive experiences to be realised, the sport is delivered by people who have the welfare of vulnerable adults uppermost in their mind and that the Governing Body have robust systems and processes in place to support and empower them.

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- 4.5. Sporting organisations like the EKF need to be well informed and equipped to ensure that any concerns or complaints regarding vulnerable adults are properly identified and appropriately acted upon. This is part of our Duty of Care.
- 4.6. By failing to adhere to ensuring this is the case, there can be stark consequences (leaving aside morality). These consequences can range from disillusionment with sport and thus isolate individuals or create an environment in which abuse can occur and flourish.
- 4.7. The EKF also has a duty to protect adults outside of karate and was put onto a statutory footing with the implementation of The Care Act 2014 with the sentence, 'promote individual wellbeing' being of paramount importance. This is a general duty for all sporting organisations.
- 4.8. Given Sports Clubs, Associations and Governing Bodies are uniquely situated in terms of having frequent contact with many people from a variety of backgrounds, they are perfectly placed to support, identify and report adults who may be subject to harm or at risk of harm. It is with this in mind that this policy seeks to protect vulnerable adults from abuse or potential abuse from within the sport and from outside. Therefore, it carries a dual purpose.

5. Vulnerable adults or adults at risk?

- 5.1. Historically adults who were at risk of harm were described as 'vulnerable adults. However, there has been a marked shift to the term 'adults at risk' instead.
- 5.2. The definition of "vulnerable adult" originated from a Consultation Document produced in 1997 entitled "Who Decides?". 'No Secrets' was then published in 2001 as government guidance and aimed at encouraging better collaboration between multi-disciplinary bodies and various public and private sector institutions to ensure that robust policies and procedures were implemented to prevent vulnerable adults from coming to harm.
- 5.3. The terminology – whether it be vulnerable adults or adults at risk – refers to a specific category of adult who may be more susceptible to harm and included those with a learning disability, physical disability or older adults.
- 5.4. Contrastingly, within the law it is clearly documented that abuse links to circumstances rather than characteristics as to label groups is viewed as being disempowering.
- 5.5. The safeguarding duty applies to any adult who has individual care and support needs, regardless of whether any local authority or other organisation is involved in ensuring any or all those needs are met. It specifically refers to any adult who because of their needs cannot protect themselves from either the risk or experience of abuse (including neglect).
- 5.6. The safeguarding of adults is ensuring that anybody with care or support needs is kept safe from abuse and neglect.

6. Principles of Adult Safeguarding

- 6.1. There are 6 principles associated with Adult Safeguarding. These are also enshrined in The Care Act 2014 and include:
 1. Empowerment
 2. Prevention

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3. Proportionality
4. Protection
5. Partnership
6. Accountability

6.2. The definitions of each of the above principles are documented in the below table:

| Principle | Definition |
|-----------------|--|
| Empowerment | Supporting adults at risk and encouraging them to make their own decisions. Ensuring that informed consent is obtained if possible |
| Prevention | Acting before abuse/harm has occurred. |
| Proportionality | Only getting involved where needed and ensuring that any involvement is as minimally intrusive as possible. |
| Protection | Representing and supporting those in need. |
| Partnership | Working collaboratively with other organisations to identify, prevent and respond to abuse or neglect. |
| Accountability | Being open and honest. |

7. Rationale for 2 separate policies for children and adults at risk

- 7.1. There are several reasons why the EKF have chosen to separate the children and adults at risk safeguarding policies with the decision being made on what is best practice.
- 7.2. It is best practice to separate the policies in the view of the EKF Safeguarding Team because the issues which will affect adults and children can be quite different. There are also certain types of abuse which will only affect adults e.g. financial abuse.
- 7.3. The Safeguarding Team arrived at this decision based upon the fact that there are differing laws and policies which oversee the regulation of safeguarding for both groups. Furthermore, differing definitions are used and often having one policy can cause confusion, dilutes the message and can cause a blurring of the boundaries.
- 7.4. However, the decision has been arrived at because adults – unlike children – have an absolute right to self-determination (unless under severe circumstances and always guided by stringently applied laws). For whilst adults and children are afforded with free will, adults may decide not to protect themselves whereas legal obligations are bestowed on parents or guardians for the protection of children. This therefore can make safeguarding adults more complex than that of children’s safeguarding. It is person centred rather than process driven and requires authorities, sporting organisations and anybody with a duty of care, to take into consideration the crucial importance of ensuring a culture exists whereby it is the adults themselves who are informed and consulted on all decisions which affect them.

8. Definition of an Adult at risk

- 8.1. The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

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- 8.2. When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.
- 8.3. The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to act as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

An Adult at risk is:

England (Care Act 2014)

An **adult at risk** is an individual aged 18 years and over who:

- (a) has needs for care and support (whether the local authority is meeting any of those needs) AND;
- (b) is experiencing, or at risk of, abuse or neglect, AND;
- (c) because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

9. Policy implementation

- 9.1. The EKF is committed to developing and maintaining its capability to implement this policy and procedures. To do so the following will be in place:
- A clear line of accountability within the organisation for the safety and welfare of all adults.
 - Access to relevant legal and professional advice.
 - Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
 - Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
 - A Safeguarding Lead/ Welfare Officer (see Appendix 1).
 - A delegated Safeguarding Lead/Welfare Officer for events/trips/camps/ competitions.
 - A standing Case Management/ Case Referral Group with an appointed Chair and clear Terms of Reference.
 - A process for forming a Case Management Group on a case-by-case basis within clear terms of reference.
 - Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
 - Codes of conduct for Board members, Staff, Coaches, Officials, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
 - Risk assessments that specifically include safeguarding of adults.

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10. Mental Capacity and Decision Making

- 10.1. We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 can make their own decisions unless it has been proved that they cannot. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.
- 10.2. We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:
- Understand information
 - Remember it for long enough
 - Think about the information
 - Communicate our decision
- 10.3. A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.
- 10.4. Most adults can make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.
- 10.5. Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".
- 10.6. Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they can be involved in decision making or to make the decision themselves. For example:
- A person with epilepsy may not be able to make a decision following a seizure.
 - Someone who is anxious may not be able to make a decision at that point.
 - A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.
- 10.7. Mental Capacity is important for safeguarding for several reasons.
- 10.8. Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer will not allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.
- 10.9. Another situation is where an adult is being abused and they fear the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.
- 10.10. Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

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- 10.11. Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same:
- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
 - If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
 - If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and consider what we know about their preferences and wishes.
 - If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.
- 10.12. Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.
- 10.13. It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and do not like doing. It is also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day-to-day basis.
- 10.14. If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals assessing mental capacity and/or getting the person the support, they need to make decisions.
- 10.15. There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken to safeguard an adult who cannot make the decision for themselves could include:
- Sharing information about safeguarding concerns with people that can help protect them.
 - Stopping them being in contact with the person causing harm.
- 10.16. Whilst this may not seem applicable for karate coaches and athletes, by understanding the law surrounding capacity it will help in certain circumstances. You may be faced with a situation whereby you have to take more time to explain things. You could also be asked for your opinion in what is in the best interests of the adult attending the class. When deciding on best interests, weigh up the risks and benefits of a particular task.

11. Person Centred Safeguarding/ Making Safeguarding Personal

- 11.1. The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

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- 11.2. None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand ‘What matters’ to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.
- 11.3. The concept of ‘Person Centred Safeguarding’/‘Making Safeguarding Personal’ means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult’s views, wishes, feelings and beliefs must be considered when decisions are made about how to support them to be safe. There may be many ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.
- 11.4. If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Table 1 The Principles of Adult Safeguarding in England

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| <p>England (Care Act 2014)</p> <p>The Act’s principles are:</p> <ul style="list-style-type: none"> ● Empowerment - People being supported and encouraged to make their own decisions and informed consent. ● Prevention – It is better to act before harm occurs. ● Proportionality – The least intrusive response appropriate to the risk presented. ● Protection – Support and representation for those in greatest need. ● Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse ● Accountability – Accountability and transparency in delivering safeguarding. |
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12. Wellbeing Principle

The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport relies on putting people – their safety, wellbeing and welfare – at the centre of what sport does.

Duty of Care in Sport Independent Report to Government Baroness Tanni Grey-Thompson DBE, DL

- 12.1. The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.
- 12.2. Being able to live free from abuse and neglect is a key element of well-being.
- 12.3. The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby ‘*What good is it making someone safe when we merely make them miserable?*’ What Price Dignity? (2010)

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12.4. For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

13. Multi-Agency Working

13.1. Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

- 13.2. Sports bodies may need to cooperate with the Local Authority and the Police including to:
- Provide more information about the concern you have raised.
 - Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
 - Attend safeguarding meetings.
 - Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
 - Share information about the outcomes of internal investigations.
 - Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

14. Safeguarding Adults Legislation

14.1. Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

14.2. The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014
Care and Support Statutory Guidance (especially chapter 14) 2014

14.3. Many other pieces of UK and home nation legislation also affect adult safeguarding. These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- Murder/attempted murder
- Physical assault
- Sexual offences
- Domestic abuse/coercive control
- Forced marriage
- FGM
- Theft and fraud
- Modern slavery and human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with adults with care and support needs

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Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves. For England this includes:

- England and Wales - Mental Capacity Act 2005
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

15. Para-karate

15.1. Adults at risk may have disabilities which could be perceived as barriers to involvement in karate. However, no matter what the disability (severity, mental/physical) karate can be adapted accordingly to suit a variety of needs.

15.2. For further advice and guidance re: para-karate then please visit our website:

<http://www.englishkaratefederation.com/squad/para-karate.php>

16. Who can abuse?

16.1. The abuse or neglect of adults at risk can be undertaken by anybody who has contact with adults. This may be family members or friends but can also include care providers, volunteers, strangers and where adults at risk are involved with sporting activities this can extend to instructors, fellow karateka, employed Association or Governing Body members (voluntary or otherwise), parents or another adult at risk.

17. 10 Types of abuse

17.1. The Care Act 2014 documents that there are 10 differing types of abuse. These are documented in the tables detailed on pages 13-18.

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| Type of abuse | Definition | Indicators and Examples | Additional comments |
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| Discriminatory | Abuse which centres on difference in treatment or behaviours (including perceived) dependent upon protected characteristics as laid out under the Equality Act 2010. | <p>Including: unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, verbal or physical abuse, derogatory remarks, inappropriate use of language, deliberate exclusion related to a protected characteristic.</p> <p>Indicators: using racist or sexist descriptions or innuendos, the individual appears withdrawn and isolated, expressions of anger, frustration, fear or anxiety.</p> | None |
| Domestic Abuse | Encompassing physical, sexual, financial or emotional abuse by a member of the victim's family. This includes honour-based violence. | <p>Domestic violence or abuse can be characterised by any of the indicators of abuse.</p> <p>Examples:</p> <p>Any abuse category within a domestic setting inclusive of physical, sexual, financial, emotional etc.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Low self-esteem • Depression • Physical evidence of violence such as bruising, cuts, broken bones, feeling that the abuse is their fault, isolation • Limited access to money. | <p>Domestic Abuse in LGBT Relationships</p> <p>Domestic abuse can occur in both a heterosexual relationship and a homosexual relationship. Indeed, there is a growing evidence base that domestic abuse may be occurring at a similar rate within LGBTQ relationships as with heterosexual relationships.</p> <p>Women can experience abuse from women, and men from men.</p> <p>Additionally, an LGBTQ person experiencing domestic abuse may also have previous experience of, or fear homophobia from</p> |

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| | | <p>Controlling behaviour is often referred to as coercive behaviour and is typified by:</p> <ul style="list-style-type: none"> • Acts of assault • Threats • Humiliation and intimidation • Harming, punishing, or frightening the individual, preventing the victim from escaping abuse. | <p>agencies. This may be particularly true in sporting environments like football for example where there are no openly gay professional football players.</p> <p>Studies have also shown that LGBT people are less likely to name domestic abuse. The reasons for this can be numerous but often include a fear of publicising their sexual orientation.</p> <p>Aspects unique to LGBTQ domestic abuse include:</p> <ul style="list-style-type: none"> • "outing" them as a method of control • abuse associated with sexual orientation or gender identity |
| <p>Emotional or psychological (including bullying)</p> | <p>Abuse through a number of means which are intended to hurt the victim mentally.</p> | <p>Examples: Includes the threat or perceived threat of harm or abandonment. Can also cover the threat or perceived threat of deprivation of contact. Abusive behaviours also cover humiliation, blaming, verbal abuse and the isolation or withdrawal from supportive networks (this may include a sustained period away from the dojo for unexplained reasons).</p> <p>Indications: Insomnia, depression, verbal abuse, change in appetite, weight loss/gain, signs of distress, lack of</p> | <p>Psychological and emotional abuse are complex as the signs it's taking place can be hard to detect. Whilst the effects on the adult can be extremely destructive.</p> |

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| | | trust in others, air of silence when a particular individual is present. | |
| Financial or material | Is the use of an individual's funds and belongings without their permission. Financial abuse can occur in isolation, but as research has shown, where there are other forms of abuse, there may also be financial abuse occurring. Although this is not always the case, everyone should be aware of this possibility. | <p>Examples: Including theft, fraud, scamming and coercing an adult at risk to change their financial affairs to the benefit of the abuser e.g. being wrote into inheritance. This can also include the misappropriation and misuse of property and possessions.</p> <p>Indications: Fear of making decisions, missing personal possessions, worrying about money, lack of basic items, such as clothing, heating and food, unexplained lack of money, unnecessary property repairs.</p> | Can also abuse which is referred to as 'Cuckooing'. Cuckooing is a form of crime in which criminals take over the home of a vulnerable person as a base for criminal activity e.g. drug dealing, prostitution. |
| Modern Slavery | Specifically outlawed under the Modern Slavery Act 2015 it encompasses a form of organised crime which recruits, moves and harbours individuals against their will through force, coercion, abuse, deception or other means into exploitative conditions and practices. | <p>Examples Includes (but not restricted to) domestic servitude, forced labour, human trafficking and slavery.</p> <p>Indicators Fatigue, withdrawn, severe weight loss, disordered eating or poor nutrition, there may be indications of mental, physical and sexual trauma, poor hygiene or dental pain. Victims may rarely be seen in public or be working extraordinarily long hours without a break.</p> | Large organisations are expected to produce an annual Modern Slavery Report which highlights how they are ensuring that they do not inadvertently contribute towards modern slavery. The EKF regularly reviews those within its supply chain for goods, services and events to ensure that they are professional bodies with robust safeguard measures in place. |

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| <p>Neglect/acts of omission</p> | <p>Failing in your duty of care for an adult at risk/adults with individual care needs. Inclusive of ignoring physical needs, failing to provide access to appropriate services including health and education. The withholding of necessities e.g. critical medications or heating. Abuse does not have to be deliberate.</p> <p>Neglect can be accidental but this does not alter the fact that this is abuse and it will be treated as such.</p> | <p>Examples: Wilfully ignoring medical or physical care needs, failure to provide or withholding access to the necessities of life such as adequate nutrition, shelter, clothing, heating, medication, stimulation and activity, preventing access to personal belongings, such as, glasses, hearing aids.</p> <p>Indications: Poor physical condition and/or personal hygiene, poor environment - dirty or unhygienic, pressure sores or ulcers, untreated injuries and medical problems, malnutrition or unexplained weight loss, complaints of hunger/thirst.</p> | <p>When an individual undertaking a task does not undertake that task properly or does not do things that they should be doing, which thereby has a negative effect on somebody else. It could be deliberate or due to an oversight, either way the individual concerned is not conducting themselves appropriately.</p> |
| <p>Organisational</p> | <p>Incorporating neglect and/or poor practice which is systemic within an organisation. This may be intentional or non-intentional and refer to an isolated incident or a pattern of behaviour. Organisational abuse can take place through poor professional practice, the structure of an organisation or the drafting and application of procedural documents.</p> | <p>Includes run-down or overcrowded establishments, lack of leadership and supervision, abusive and disrespectful attitudes towards people accessing EKF services and a lack of respect for privacy and dignity e.g. failure to provide adequate changing facilities.</p> <p>Indications:</p> <ul style="list-style-type: none"> • Poor record-keeping • Weak systems and processes • Lack of robust policies/guidelines • Lack of education and awareness | <p>Any type of abuse does not have to knowingly abuse. Organisations can be guilty of abuse without realising it and this represents one of the most important areas for the EKF as a Governing Body.</p> |

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| Physical | Any form of non-accidental physical force being used. It is the use of force which results in pain or injury or a change in the individual's natural physical state. | <p>Examples: Hitting, slapping, pushing, punching, kicking, hair-pulling, biting, physical punishments, unlawful use of restraint, burning.</p> <p>Indications: No explanation for injuries or inconsistency with the account of what happened, unexplained falls, frequent injuries, disguising injuries, malnutrition, subdued behaviour, burns.</p> | None |
| Self-neglect | An adult at risk with care needs who is living or acting in a way which is not conducive to their physical or mental health or general wellbeing. | <p>Examples:</p> <ul style="list-style-type: none"> • Refuses or disengages from support, treatment or services which are regarded as essential to safeguard their health, wellbeing or safety. • Are under duress to refuse, not engage with services, or is dependent on someone who is unwilling/unable to engage with services. • Has poor appearance and personal hygiene e.g. dirty clothes, hair etc. <p>Indications: Poor personal hygiene, unkempt appearance, lack of essential food, clothing or shelter, malnutrition and/or dehydration, hoarding, living in squalid or unsanitary conditions.</p> | Consideration needs to be given as to the impact on the adult at risk's wider support network, their mental capacity and whether the distinct unique circumstances of each case warrant a safeguarding concern. However, if in doubt a referral should be made and then a professional determination can be made. |
| Sexual | The involvement of an adult at risk in sexual activities and/or | <p>Examples: Including an array of offences such as:</p> | None |

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relationships which they have not consented to.

- Indecent exposure
- Female Genital Mutilation including Breast Flattening/Ironing (please refer to dedicated section within policy for more information)
- Rape
- Sexual photography
- Sexual teasing
- Subjection to pornography or sexual acts to which the adult at risk has not consented to witnessing or feels coerced into doing so

Indications:

- Physical
 - Bleeding, pain or itching in the genital area, foreign bodies in genital or rectal openings, bruising, difficulty in walking or sitting, pregnancy in a woman who is unable to consent.
- Behavioural:
 - Self-harming, signs of depression or stress, uncharacteristic use of explicit sexual language, fear of receiving help with personal care, poor concentration

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18. Other types of abuse

18.1. Documented below are specific types of abuse which have been included with definitions provided for the purposes of wider information sharing. They are forms of abuse which are encompassed by those already mentioned and are not distinct standalone categories:

| Abusive practice | Definition |
|------------------|--|
| Cyber-Bullying | This occurs online through either social media, e-mail, text messaging or another associated electronic forum. This can include bullying and harassment. |
| Forced Marriage | A situation whereby one or both parties to the marriage is not freely consenting or willing to participate in the marriage ceremony. This was outlawed by the Crime and Policing Act 2014. However, this is not to be mixed up with an arranged marriage in which parties freely agree to seeking the assistance of a third party to identify a spouse for themselves. This is practiced in some cultures and is NOT a form of abuse. |
| Mate Crime | As described by the Safety Network Project, ARC, this involves adults at risk being targeted by others who befriend them and then seek to take advantage. This is not necessarily illegal unless another form of criminal abuse has taken place and often goes on in private. However, whilst not illegal this can have significant negative effects for the adult at risk. Within recent years Serious Case Reviews have highlighted that adults with a learning disability have been murdered by somebody who they thought was their 'mate'. |
| Radicalisation | With the goal of recruiting people and attracting people to their extreme views. The act of persuading vulnerable individuals or adults at risk of the legitimacy of their cause. Can be undertaken through direct relationships or social media. Please refer to the dedicated PREVENT section along with an e.g. of an adult at risk who was embroiled in a terrorist related incident. |

19. General/common signs of abuse

19.1. There are several signs which may indicate that an adult at risk is being abused or neglected. These include (but are not restricted to):

- There are unexplained injuries and bruises present
 - The adult may not be willing to discuss how these injuries came about or may not seek medical attention when required
- Property (including financial e.g. money) goes missing
- Absence from the club without reason
 - When prompted with reminders or coaches try to make contact to see if everything is ok, there may be no response received

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- An unkempt appearance including inappropriate sports kit or dirty gi
- A change in behaviour
 - This can include changes in their behaviour towards certain people e.g. a particular coach or club member
- Unexplained weight loss or weight gain
- Disclosure of abuse
- Evidence of self-harm e.g. lacerations to forearms
- Coaches intentionally, repeatedly and forcefully demonstrating on an adult at risk

19.2. Whilst it is not the responsibility of individuals concerned that abuse may be taking place to investigate and decide whether this is the case, it is their responsibility to ensure that any concerns are duly escalated and reported. If it is felt that the adult at risk is at immediate risk of being harmed then the police should be contacted on 999.

20. Responding to Concerns

20.1. It is good practice to involve the adult at risk and consider their views on what they wish to happen next. If concerns need to be escalated, then you should make every effort to inform the adult as such. Due regard must be given to the adults ongoing needs and wishes but this does not resolve the legal duty to escalate to the most appropriate authority where necessary.

20.2. When you have concerns, or a disclosure of abuse or neglect is made then it is imperative that these concerns are written down as soon as possible as to capture as much detail as possible. Try and be specific in capturing dates and times and use the adult's own words where practical. Once this has been done an incident form should be submitted to your Association Lead Safeguarding Officer or the EKF Safeguarding Team. The EKF Safeguarding Team can be contacted by e-mail at: safeguardingteam@englishkaratefederation.com.

20.3. Pointers to remember:

- React calmly so as not to frighten the victim
- Acknowledge that what the adult at risk is doing is difficult but that they are doing the right thing by confiding in you
- Reassure the victim that they are not to blame
- Make sure that, from the outset, you can understand what the adult at risk is saying.
- Be honest straight away and tell the victim you cannot make promises that you will not be able to keep.
- Do not promise that you keep the conversation secret. Explain that you will need to involve other people and that you will need to write things down.
- Listen to and believe the adult at risk; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to a minimum but do clarify any facts or words that you do not understand – do not speculate or make assumptions.

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- Avoid closed questions (i.e. questions which invite yes or no answers)
- Do not probe for more information than is offered.
- Encourage the adult, to use its own words.
- Do not make negative comments about the alleged abuser.
- Do not approach the alleged abuser

21. Confidentiality

21.1. Every effort should 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 responsible Safeguarding Officer
- Relatives or carers of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The EKF Disciplinary and Legal Commission (D.L.C.)
- The alleged abuser
 - Seek advice on who should approach the alleged abuser
 - Information should 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)

22. Internal inquiries and suspensions

22.1. All internal inquiries relating to Safeguarding will be overseen by the Lead Safeguarding Officer of the EKF. Suspension/s will be addressed in accordance with, EKF Discipline Policy.

22.2. The welfare of the adult at risk will remain of paramount importance throughout.

23. Support to deal with the aftermath of abuse

23.1. Consideration should be given to the kind of support that the adult at risk, relatives and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. In Appendix K there is a list of useful links and resources.

23.2. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk.

23.3. Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

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24. Allegations of previous abuse

24.1. Allegations of abuse may be made some time after the event. 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 adults at risk, either within or outside the sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with adults at risk.

25. Action if bullying is suspected

25.1. If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

25.2. Action to help the victim and prevent bullying in karate:

- Take all signs of bullying very seriously
- Encourage all adults at risk to speak and share their concerns
- Help the victim to speak out and tell the person in charge or someone in authority
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when).

25.3. Action towards the bully (ies):

- Talk with the bully (ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour
- Seek an apology to the victim(s)
- Inform the bully (ies)'s parents (if the perpetrator is a child)
- Insist on the return of 'borrowed' items and that the bully (ies) compensate the victim
- Provide support for the victim's coach.
- Impose sanctions as necessary
- Encourage and support the bully (ies) to change behaviour
- Keep a written record of action taken

25.4. Concerns outside the immediate sporting environment:

- Report your concerns to the Safeguarding Officer, who should contact social services or the police as soon as possible
- See below for the information social services or the police will need
- If the Safeguarding Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately

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- The Safeguarding Officer should also report the incident to the EKF Governing body. The governing body should ascertain whether the person/(s) involved in the incident play a role in EKF DLC and act accordingly
- Maintain confidentiality on a need-to-know basis only

26. Use of Photographic Filming Equipment at EKF Events

- 26.1. There is no intention to stop people photographing and videoing as educational tools, but this is in the context of appropriate safeguards being in place. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of adults at risk and disabled sportspeople in vulnerable positions.
- 26.2. It is advisable that all clubs be vigilant with any concerns to be reported to the Association Protection Officer.
- 26.3. Official photographers must be registered with the event organiser and wear identification (see EKF Photography Policy). The EKF has a policy of recording authorised camera operators and this is implemented at our National junior and senior championships.
- 26.4. At EKF National/Regional squad events only persons authorised by the EKF may video or take photos for promotional purposes only. No images are allowed to be taken at these events by other persons.
- 26.5. There is a permit charge for an authorised photographer pass. One pass covers both items (camera & video). All passes must be worn while filming or taking snap shots. Where an operator is asked to produce a valid pass and fails to do so, they may be required to leave the premises. This pass is for use in the spectator seating or Balcony areas. It is not for permission to use photographic equipment around the Areas. If this privilege is abused and contradicts the wellbeing, ethics and integrity of which it was intended, the operator will be held responsible and will be required to leave the Sports Hall. Their details will be reported to the proper authority.

27. Videoing as a coaching aide

- 27.1. 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. The EKF also follows closely the guidance issued by relevant safeguarding bodies who advise:
- Where athletes are used in promotional material the appropriate consent is obtained, or professional models and/or illustrations are used.
 - Avoid using the first name and surname together, of individuals in a photograph
 - If the athlete is named, we do not use their photograph without first obtaining the appropriate consent

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- If the photograph is used, we do not name the individual without first obtaining the appropriate consent.

28. Recruitment and training of staff and volunteers

- 28.1. Advertising will reflect the aims of the EKF key responsibilities of the role, and the necessary experience required.
- 28.2. Our open and positive stance on adults at risk protection and equity will be implicit. Pre-application information will be sent and an application form is necessary for all posts.
- 28.3. Following short-listing, formal interviews will be held and the successful applicant will only be allowed to take up their post and duties once a valid DBS check has been provided to the EKF, and the credentials applicable to the role have been checked.
- 28.4. The EKF recognises that anyone may have the potential to abuse adults at risk and therefore it is mandated that all reasonable steps are taken to ensure unsuitable people are prevented from working with adults at risk. It is essential that the same procedures be used consistently for all posts whether staff are paid or voluntary, full time or part time.

Pre-selection checks

- 28.5. Pre-selection checks must include the following:
- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
 - Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service.
 - Two confidential references, which will include one, regarding previous work with adults at risk. These references shall be taken up and confirmed through telephone contact.
 - Evidence of identity should be provided (e.g. passport or driving licence with photo).

Interview and induction

- 28.6. All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations within the EKF recruitment and selection policy.
- 28.7. Employees and volunteers should receive formal or informal induction, during which:
- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
 - Their qualifications should be substantiated.
 - The job requirements and responsibilities should be clarified.
 - They should sign up to the EKF Code of Ethics and Conduct.
 - Adults at Risk protection procedures are explained and training needs are identified.

Existing staff

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- 28.8. All current EKF staff and officers shall complete a declaration of self-assessment and DBS record check relevant to the position held. It is a requirement of all new Associations to ensure their officers have been suitably DBS checked before they are accepted into membership. This requirement is contained within our application and information pack.
- 28.9. Members of the EKF Board will have their DBS certificates independently reviewed by the Safeguarding Team. The Board will also review the DBS checks of the Safeguarding Team.
- 28.10. All EKF Board Members will (in addition to being DBS checked) undertake Safeguarding Training.

29. The EKF’s expectation of affiliated Associations

29.1. It is the EKF’s Safeguarding Team and Board decision that all affiliated member associations will comply with the requirements laid out below by December 2023. Help and support to achieve this is available from the EKF Safeguarding Team and any association who fails to meet this criteria but is seen to be actively working towards the required criterion will not be sanctioned. However, active refusal to engage with the below may lead to EKF membership being rescinded.

29.2. Associations will need to comply with the following:

- Have a Lead Protection Officer for the Association
 - The named person should have their contact details displayed on the official association website (e-mail address and telephone number).
 - Lead to attend official Safeguarding training every 3 years provided by the EKF
 - Ensure association coaches and instructors are compliant with DBS requirements by keeping and monitoring accurate records
- Have a clear Adult Safeguarding policy document in line with the Safeguarding Code in Martial Arts
 - The policy should include clear systems and processes for how concerns are received, processed and managed
 - For advice and guidance on how to proceed with cases that arise please contact your local EKF Safeguarding Officer who will assist
 - The policy must refer to the EKF Safeguarding Team and how to refer a concern accordingly. This may be particularly pertinent if the Lead Protection Officer is the subject of an accusation or complaint or the individual wishes the process to be managed outside of the association
- Have a safeguarding referral form displayed on the website

30. Safeguarding and Data Protection

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- 30.1. All sports organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).
- 30.2. Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.
- 30.3. Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.
- 30.4. Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know to help keep the person safe.
- 30.5. The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:
- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
 - Case management meetings can take place to agree to co-ordinate actions by the organisation
- 30.6. There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information
- 30.7. The circumstances when we need to share information without the adult's consent include those where:
- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
 - you believe they or someone else is at risk, including children.
 - you believe the adult is being coerced or is under duress.
 - it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
 - the adult does not have mental capacity to consent to information being shared about them.
 - the person causing harm has care and support needs.
 - the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

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- 30.8. When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.
- 30.9. If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

31. DBS Applications

- 31.1. For individuals wishing to obtain an enhanced DBS certificate, please contact your local council who will provide you with a link/application and details on how to apply via their offices.
- 31.2. Any members applying for DBS checks required by the EKF will be expected to sign up to the DBS Update Service and give the EKF permission to view the details online.
- 31.3. Once you have your DBS certificate registered for the online Update Service, contact your Club or Association Safeguarding Officer and the EKF Safeguarding Team with your certificate number (it starts with 00 and has 12 digits), your date of birth, surname, and stating clearly that you authorise the EKF to perform an online check with your details.
- 31.4. As an organisation using the DBS to help assess the suitability of applicants for positions of trust, the EKF complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 2018 (DPA 2018) and other relevant legislation pertaining to the correct handling, use, storage, retention and disposal of certificate information.
- 31.5. Whilst the EKF actively encourages its members to utilise the online update service for ease and to ensure more robust information governance processes where paper certificates are provided the information will be requested electronically e.g. scanned copy. The scanned copy will be reviewed and once this has been reviewed it will be deleted as required.
- 31.6. Once a recruitment (or other relevant) decision has been made, the EKF do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.
- 31.7. If there are issues with a DBS check, you must contact the EKF Safeguarding Team for further advice and guidance as to next steps.

Visiting Overseas Instructors

| | | |
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- 31.8. The EKF do not require visiting overseas instructors to be DBS checked, but what we require is for all groups to simply establish a code of practice including such items as insuring that any overseas visiting instructors are never left alone with young people or Adults at Risk etc. In some cases that code of practice may require that the host instructor makes clear and outlines any unacceptable cultural practices and codes of behaviour that may cause offence or be unacceptable in the Dojo in the UK. We also advise that your association Child Protection officer, or deputy is present at any training sessions.

32. Changes to policy

- 32.1. The EKF reserves the right to amend or vary this Policy where necessary at any time. Any such amendments or variations will take effect from the first date of publication of the amended Policy on the EKF website.

33. OTHER RELEVANT / ASSOCIATED DOCUMENTS

The latest version of the documents listed below can all be found via the EKF internet page:

<https://www.englishkaratefederation.com/governance/ekf-policies>

<https://www.englishkaratefederation.com/the-ekf/inclusivity/coaching-guides>

| Unique Identifier | Title and web links from the document library |
|-------------------|---|
| TBC | EKF Whistleblowing Policy |
| TBC | EKF Disciplinary and Legal Commission Policy |
| TBC | EKF Photography and Videoing Policy |
| TBC | EKF Information Governance Policy |
| TBC | EKF Equality, Diversity and Inclusion Policy |
| TBC | EKF Recruitment Policy |
| TBC | EKF Transgender and Transsexual Inclusion Policy |
| TBC | EKF Equality Impact Assessment Toolkit |
| TBC | EKF Social Media Policy |
| TBC | EKF Adults at Risk Policy |
| TBC | EKF Code of Conduct Policy |
| TBC | EKF Guidance on Discipline Code |
| TBC | EKF Discipline Code |
| TBC | EKF Hearing Impairment Coaching Guide |
| TBC | EKF Down's Syndrome Coaching Guide |
| TBC | EKF Autism Coaching Guide |
| TBC | EKF Visual Impairment Coaching Guide |
| TBC | EKF Wheelchair User Coaching Guide |
| TBC | EKF Inclusive Competition Guide |

34. Supporting references/evidence based documents

Every effort been made to review/consider the latest evidence to support this document?

Yes

If 'Yes', full references are shown below:

| Number | References |
|--------|---|
| 1 | No specific references required for this policy |

35. Definitions/Glossary of Terms

| Abbreviation or Term | Definition |
|----------------------|------------|
| | |

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| 35. Definitions/Glossary of Terms | |
|-----------------------------------|--|
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| | |

| 36. Consultation | | |
|---|---|----------------|
| Enter the names and roles of the stakeholders that have contributed to the document | | |
| Name/Meeting | Job Title | Date Consulted |
| Ann Craft Trust | CEO | June 2023 |
| EKF Safeguarding Team | Lead Protection Officer and EKF Safeguarding Officers | June 2023 |

| 37. Distribution and Communication Plan | |
|---|-----------------------------------|
| Dissemination lead: | EKF Lead Child Protection Officer |
| Previous document already being used? | |
| If yes, in what format and where? | |
| Proposed action to retrieve out-of-date copies of the document: | |
| To be disseminated to: | |
| Proposed actions to communicate the document contents: | |

| 38. TRAINING | | |
|---|-----------------|------------------------|
| Is training required to be given due to the introduction of this procedural document? No | | |
| If 'Yes', training is shown below: | | |
| Action by | Action required | To be completed (date) |
| | | |
| | | |
| | | |

| 39. Amendment history and version control | | | | |
|---|---------------|------------------------|-----------------------|-------------|
| Version No. | Date of Issue | Page/Selection Changed | Description of Change | Review Date |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Appendix A – EKF Lead Child Protection Officer Job Description and Person Specification

EKF LEAD PROTECTION OFFICER

| | |
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Job Title: EKF Lead Protection Officer

Reporting to: EKF President

Working Hours: Part-time, voluntary basis

Location: Remote with some travel required

Salary: Voluntary however, reasonable expenses will be paid – see Expenses policy for further information

Start date: To be negotiated

Vacancy contact: EKF President

Job overview:

The EKF Is seeking to appoint an experienced and highly motivated individual to Lead our small Safeguarding Team. The successful applicant will lead and be responsible for our membership Safeguarding functions. This would include the review of existing policies and documents, creation of new documents as required and overseeing their implementation and compliance. There would also be day-to-day operational control of enquiries, referrals and case management in conjunction with the wider Safeguarding Team. The LPO will act as the designated person within the EKF with primary responsibility for handling and reporting concerns about children and Adults at Risk.

Generic Duties:

- To comply with the individual’s responsibilities as laid out in the EKF policies, predominantly the Safeguarding Children Policy, Safeguarding Adults at Risk Policy, Risk Management, Equality, Diversity and Inclusion, Whistleblowing, Conflicts of Interest and Information Governance policies.

Main Duties:

- To fulfil the duties of the LPO in relation to EKF’s Safeguarding policies, being the first point of call for all safeguarding incidents and reports across the network and supporting investigations when required.
- To be responsible for safeguarding provision of children and young people , and Adults at Risk, for all karate activities within the EKF’s jurisdiction including the structure, communication, education, investigations (as required) people in positions of trust and responsible for one off and regulated activity, including updating the safeguarding risk register with appropriate mitigations and lowering of risk through improved safeguarding.
- To be responsible to produce (where required), monitor and evaluate all policies and other procedural documents.
- To monitor all mandatory, and additional qualifications for staff and workforce hired or used by the EKF whether paid or unpaid and inform the individuals and their line manager when they need to update their training or compliance documentation.

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- To support all department leads (including Directors and Coaches) to understand their Safeguarding responsibilities, and to create a positive child-centred and Adult at Risk environment.
- To provide and / or facilitate annual safeguarding training for Board Directors, and wider relevant EKF staff/volunteers.
- To support the EKF network of Associations and Clubs, Safeguarding Officers and the wider karate community to ensure positive wider education and that compliance standards are achieved and maintained.
- Play a leading role in developing and establishing the EKF's approach and implementation plan to safeguarding children, young people and Adults at Risk
- Manage cases of poor practice and abuse reported to the EKF with EKF Safeguarding Officers and Association EKF Safeguarding Officers
- Overall responsibility for managing referrals to social-case services, the police, Local Authority Designated Officers and other relevant agencies.
- Act as the EKF's central point of contact for internal and external individuals and agencies
- Represent the EKF at any panels convened by relevant agencies and present cases as required
- Represent the EKF at Safeguarding in Martial Arts meetings
- Co-ordinate the dissemination of the EKF Safeguarding Children and Adults at Risk Policy throughout the organisation
- Provide advice and support to EKF Safeguarding Officers and Association Safeguarding Officers
- Develop and implement training plans
- Ensure safeguarding standards are met and maintained
- Keep own knowledge and skills up-to-date
- To provide a proactive approach to safeguarding in EKF.
- To support any safeguarding concerns being managed within the organisation, ensuring concerns are investigated swiftly and thoroughly in conjunction with statutory agencies – and with demonstrable outcomes.
- To ensure compliance with safer recruitment practices

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- To provide a report to the Board of Directors from all EKF Safeguarding Committee meetings utilising the EKF’s Chair’s Report template.
- To provide learning outcomes and training for Association Safeguarding Officers on safeguarding and best practice.
- Host Safeguarding drop-in clinics throughout the year for updates and to take questions from Association Safeguarding Officers.
- To ensure there is a clear referral pathway for sharing, reporting, and recording concerns, in line with EKF policy and guidance; and Associations know how to access them.
- To support clubs in ensuring people in required roles have EKF DBS checks
- To be the lead person for the EKF in supporting Associations and Clubs to ensure clubs have appropriate safeguarding procedures in place
- To develop EKF wide communication and education plans including effective utilisation of website, pre-recorded content share, live online and in person sessions.
- To undertake any other responsibilities as directed by the EKF President.

Person Specification

| Requirements | How will criteria be assessed? | | | | |
|--|--------------------------------|---|---|---|---|
| | Application/ Desirable | A | T | I | R |
| Knowledge and Qualifications | | | | | |
| Understanding of the EKF’s role and responsibilities to safeguard the welfare of children, young people and Adults at Risk, including EKF safeguarding policy documents | E | X | | X | X |
| Understanding of local arrangements for managing safeguarding children and Adults at Risk reporting procedures | E | X | | X | X |
| Registered safeguarding professional | D | X | | | X |
| Experience | | | | | |
| Professional experience of safeguarding gained through relevant undertaking and management of casework e.g. Police, Health and Social Care work, Education, other sporting bodies, including an understanding of current relevant legislation, best practice and national framework for safeguarding and promoting the welfare of children and Adults at Risk. | E | X | | X | X |

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| | | | | | |
|--|---|---|--|---|---|
| Experience of building relationships with key stakeholders. | D | X | | X | X |
| Experience of working to high levels of confidentiality including the storage of confidential documents. | E | X | | X | X |
| Skills and Abilities | | | | | |
| Ability to manage and work with EKF staff including coaches, managers and volunteers. | E | X | | X | X |
| Excellent communication and interpersonal skills | D | X | | X | X |
| High degree of organisation and ability to prioritise workloads. | D | X | | X | X |
| Excellent administrative and organisational skills including effective use of IT systems, databases and recordkeeping. | D | X | | X | X |
| Ability to challenge poor practice and effect change. | E | X | | X | X |
| Personal qualities | | | | | |
| Enthusiasm and commitment to Safeguarding. | E | X | | X | |
| An enthusiasm and understanding of EDI and the ability to engage and support communities working closely with our EDI Director and other relevant stakeholders and groups. | D | X | | X | |
| Other requirements | | | | | |
| The role will include evening and weekend work, so ability to work unsociable hours is essential. | E | X | | X | |
| An Enhanced EKF DBS check with Children's and Adults at Risk Barred List check is required for this role. | E | X | | X | |

To Apply

Please forward both your CV, and a Cover Letter stating your experience and suitability for the role to the EKF President.

Closing date for application is **INSERT HERE** with interviews being held w/c **INSERT HERE**. The EKF is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a process of vetting, including the disclosure of criminal records and the seeking of references. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services. The EKF are equal opportunity employers and prohibit discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

| | |
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Appendix B - EKF Safeguarding Officer Job Description and Person Specification

EKF SAFEGUARDING OFFICER

Job Title: EKF Safeguarding Officer

Reporting to: Lead Protection Officer

Working Hours: Part-time, voluntary basis

Location: Remote with some travel required

Salary: Voluntary however, reasonable expenses will be paid – see Expenses policy for further information

Start date: To be negotiated

Vacancy contact: Lead Protection Officer and EKF President

Job overview:

The EKF is committed to safeguarding and promoting the welfare of children and adults at risk in the sport. Everyone involved in karate is entitled to feel safe and protected from any form of abuse and neglect and have the right to take part in sport in a safe, positive and enjoyable environment. To this end, the EKF are increasing our safeguarding establishment to enhance our practice and reactive safeguarding work and are seeking an additional Safeguarding Officers to join our team.

Generic Duties:

- To support the Lead Protection Officer in the delivery of the EKF Safeguarding agenda
- Comply with the individual's responsibilities as laid out in the EKF policies, predominantly the Safeguarding Children and Adults at Risk Policy, Risk Management, Equality, Diversity and Inclusion, Whistleblowing, Conflicts of Interest and Information Governance policies

Main Duties:

- To be a key member of the EKF Safeguarding Committee
- Be a point of reference for expert advice and guidance for EKF Association Safeguarding Leads
- Sit on the Safeguarding Committee, and represent Safeguarding at other relevant EKF Committee forums ensuring that the voice of the child and adult at risk is at the forefront of decision making

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Person Specification

| Requirements | How will criteria be assessed? Application/Test/Interview/References | | | | |
|---|---|---|---|---|---|
| | Essential/ Desirable | A | T | I | R |
| Knowledge and Qualifications | | | | | |
| Understanding of the EKF's role and responsibilities to safeguard the welfare of children and young people, including EKF safeguarding children policy documents | E | X | | X | X |
| Understanding of local arrangements for managing safeguarding children and reporting procedures | E | X | | X | X |
| Registered safeguarding professional | D | X | | | X |
| Experience | | | | | |
| Professional experience of safeguarding gained through relevant undertaking and management of casework e.g. Police, Health and Social Care work, Education, other sporting bodies, including an understanding of current relevant legislation, best practice and national framework for safeguarding and promoting the welfare of children. | D | X | | X | X |
| Experience of building relationships with key stakeholders. | D | X | | X | X |
| Experience of working to high levels of confidentiality including the storage of confidential documents. | E | X | | X | X |
| Skills and Abilities | | | | | |
| Excellent communication and interpersonal skills | D | X | | X | X |
| Excellent administrative and organisational skills including effective use of IT systems, databases and recordkeeping. | D | X | | X | X |
| Ability to challenge poor practice and effect change. | E | X | | X | X |
| Personal qualities | | | | | |
| Enthusiasm and commitment to Safeguarding. | E | X | | X | |
| An enthusiasm and understanding of EDI and the ability to engage and support communities working closely with our EDI Director and other relevant stakeholders and groups. | D | X | | X | |
| Other requirements | | | | | |
| The role will include evening and weekend work, so ability to work unsociable hours is essential. | E | X | | X | |

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|--|---|---|--|---|--|
| An Enhanced EKF DBS check with Children's Barred List check is required for this role. | E | X | | X | |
|--|---|---|--|---|--|

To Apply

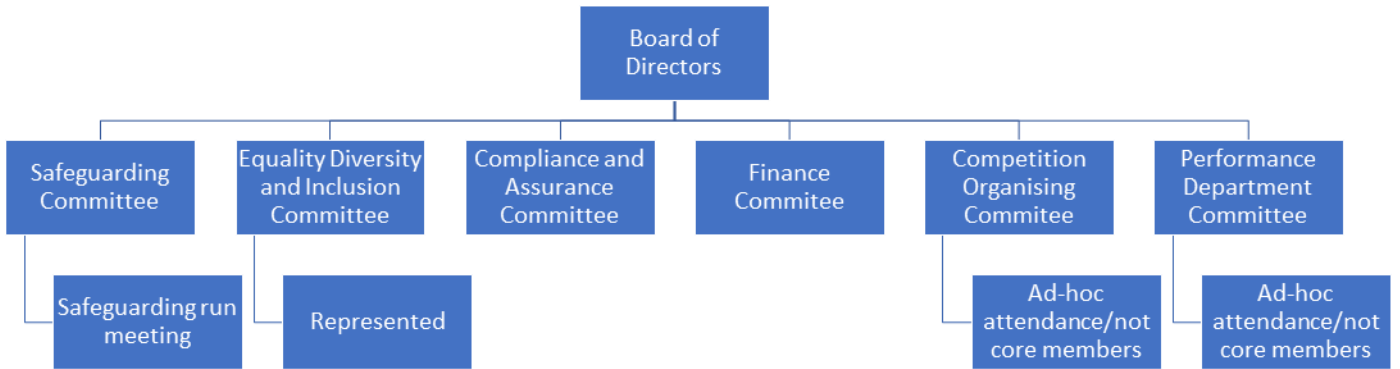
Please forward both your CV, and a Cover Letter stating your experience and suitability for the role to the EKF Lead Protection Officer.

Closing date for application is **INSERT HERE** with interviews being held w/c **INSERT HERE**. The EKF is committed to safeguarding and protecting the children, young people and Adults at Risk that we work with. As such, all posts are subject to a process of vetting, including the disclosure of criminal records and the seeking of references. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

The EKF are equal opportunity employers and prohibit discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

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Appendix C - EKF Committee Structure/Organogram



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Appendix D – Job Description for Association Safeguarding Officers

JOB DESCRIPTION FOR ASSOCIATION SAFEGUARDING OFFICERS

About the role

The person within a karate organisation or club with primary responsibility for managing and reporting concerns about children and Adults at Risk and for putting into place procedures to safeguard them in accordance with EKF policy.

Job Description

- Work collaboratively with others to promote a positive child-centred and Adult at Risk environment
- Assist in ensuring the Association/club meets its requirements to the EKF
- Act as a point of contact for staff, volunteers, coaches, parents and athletes to raise concerns
- Liaise with the EKF Safeguarding Team and other relevant bodies e.g. police and local authority when concerns are raised
- Keep detailed records of concerns raised ensuring these are stored securely
- Maintain confidentiality

Person specification

- DBS checked or willingness to undertake
- Understanding of child and Adult at Risk protection and safeguarding and the difference between the two
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, adult social care, the police and the NSPCC)
- Commitment to the cause of safeguarding
- Basic administration and computer skills
- Ability to communicate effectively with members
- Knowledge of key contacts and where to signpost concerned parties
- Understanding of boundaries to the role – recognition that this is not an investigatory role

N.B Training will be provided by the EKF for Association Safeguarding Officers.

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Appendix E – EKF Safeguarding Committee Terms of Reference

English Karate Federation (EKF) Safeguarding Committee Terms of Reference

| | |
|--|---|
| Title: | EKF Safeguarding Committee |
| Date approved and approving body: | Reviewed at the EKF Safeguarding Committee on XXXXX and ratified by the EKF Board of Directors meeting on XXXXX |
| Constitution and establishment: | The Safeguarding Committee has been constituted under the authority of the EKF Board of Directors meeting. |
| Accountability: | This meeting has been established by the EKF Board of Directors meeting to provide specific oversight on all aspects of safeguarding both children and adults at risk to provide assurance to the Board that issues and risks are being effectively managed. |
| Purpose: | <p>The Safeguarding Committee's purpose shall be:</p> <ul style="list-style-type: none"> • To advise others within the EKF about actions they may need to take, such as initiating disciplinary procedures. • To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures. • Review compliance against the EKF's policies and recommend supportive action or disciplinary action where required • To gather evidence as to the effectiveness of safeguarding arrangements within the EKF (as a national governing body and within Associations) • Review DBS checks for all appointees and undertake spot check audits as per safeguarding policy • To co-ordinate learning and improvement safeguarding activity by identifying strengths and weaknesses in safeguarding practice within the EKF. Together with implementing learning from local and national learning activity this will include the implementation of action plans from inspections, serious case reviews/multi-agency reviews etc. <p>The Committee is also authorised by the EKF Board of Directors to:</p> <ul style="list-style-type: none"> • Investigate any activity within its Terms of Reference • Validate policies and procedures for which it has responsibility (either directly or indirectly) • Promote an enquiring and learning organisation and culture which is open and transparent |

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| | | |
|--|--|--|
| Membership: | <p>Membership of the Group is set out below and has been determined based on our principle of having the right people, with the right skills in the right meeting.</p> <p>The Lead Protection Officer for the EKF acts as the Chair of this Group. The Vice-Chair will be deputised by the Director of Compliance and Assurance.</p> <p>In the absence of the Chair and Vice-Chair, a decision will be taken in advance of the meeting as to who will Chair that meeting. Each member is required to nominate an alternate to attend in their absence.</p> <p>Other EKF staff may be invited to attend the meetings periodically where they are responsible for or can contribute to items on the agenda e.g. Chaperones prior and post-international competition.</p> | |
| | Core Members | Other members to be co-opted as required |
| | EKF LPO (Chair) | Performance Directors (Kata and Kumite) |
| | EKF Compliance and Assurance Director (Vice-Chair) | Association Safeguarding Officers |
| | EKF Safeguarding Officer | Chaperones for international competitions |
| | EKF Safeguarding Officer | Competition organisers |
| | EKF Safeguarding Officer | EKF Medical staff |
| | EKF Equality, Diversity and Inclusion Director | Head National Coaches, Assistant National Coaches and Regional Coaches |
| | Administrator (Minutes) | Others as required |
| | <p>All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the Committee.</p> <p>All members of the committee shall be current EKF staff members or Board members and when required an external/independent person can be co-opted to support specific topics.</p> <p>All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.</p> | |
| Responsibility of Members and Attendees | <p>Members of the group have a responsibility to:</p> <ul style="list-style-type: none"> Attend meetings having read all the papers beforehand and as appropriate: | |

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| | |
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| | <ul style="list-style-type: none"> • Act as ‘champions’, disseminating information and good practice as appropriate; • If unable to attend, send their apologies to the Chair prior to the meeting and, if appropriate, seek the approval of the Chair to send a deputy to attend on their behalf; • When matters are discussed in confidence at the meeting, to maintain such confidences; • Declare any conflicts of interest/potential conflicts of interest in accordance with EKF policy |
| Quorum: | <p>A Quorum will comprise:</p> <ul style="list-style-type: none"> • Chair or Vice-Chair • 2 of the Safeguarding Officers • 1 EKF Director <p>In the event that a quorum is not present, the meeting will continue but non-quoracy must be highlighted to the Board of Directors through the meeting escalation report.</p> |
| Reporting sub-groups: | <p>The EKF Safeguarding Committee meeting may, at the discretion of the EKF Board, establish sub-groups as required.</p> <p>The EKF Safeguarding Committee will report directly to the EKF Board of Directors via a Chair’s Report to facilitate effective oversight and escalation processes.</p> <p>There will also be Safeguarding representation on other EKF Committees as required.</p> |
| Communication: | <p>The Safeguarding administrator will be responsible for:</p> <ul style="list-style-type: none"> • Ensuring that an annual schedule of meetings is in place and that invitation are issued • Preparing the agenda for the meeting on behalf of the Chair • Collating and circulating the papers • Taking the minutes of the meeting and circulating these to members • Maintaining and updating the action log <p>Papers will be circulated 1 week in advance of the meeting to allow attendees the opportunity to read them. Any late papers will only be included with the consent of the Chair. In the event that papers are not provided, this will be escalated as required via the Chair’s escalation report.</p> |
| Frequency of meetings: | <p>The EKF Safeguarding Committee will take place each month at a time that meets the commitments of attendees and allows a written escalation report to be produced in time for circulation of the EKF Board of Directors meeting.</p> |

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| | |
|---|---|
| Agenda and notes/ action points: | <p>The agenda will follow a standard format and an annual cycle of business.</p> <p>An action log will be maintained, and actions reviewed at the start of each meeting. Those identified with an action will be expected to progress that action outside of the meeting and submit progress/ completion ahead of the following meeting.</p> |
| Attendance at meetings: | <p>In line with our values of being open and transparent and taking accountability, all members are expected to attend the meeting for its duration to maximise meeting effectiveness and attendance will be monitored.</p> |
| Meeting Conduct and Effectiveness | <p>In line with our value to be respectful and inclusive, the Chair will take the lead in ensuring that the challenge is constructive and professional and that all members have the opportunity to contribute to the discussion.</p> <p>The Chair is responsible for ensuring that meetings are conducted in such a way that the duties set out in these Terms of Reference are met.</p> |
| Decision Making | <p>The EKF Safeguarding Committee has limited approval powers as accountability rests with the Board of Directors however decisions can be made in relation to any specific matters falling within the remit of the Safeguarding Team..</p> <p>Wherever possible members of the group will seek to make decisions and recommendations based on consensus.</p> <p>Where this is not possible, the Chair of the meeting will ask for members to vote using a show of hands, provided that nothing in the way the business is conducted is prohibited by rules and regulations of the EKF e.g. Conflicts of Interest.</p> <p>In the event of a formal vote, the Chair will clarify what members are being asked to vote on – the ‘motion’. Subject to the meeting being quorate a simple majority of members present will prevail. In the event of a tied vote, the Chair of the meeting will have the deciding vote.</p> <p>Only the members of the group present at the meeting will be eligible to vote. Members not present, non-voting deputies and attendees will not be permitted to vote, nor will proxy voting be permitted. The outcome of the vote, including the details of those members who voted in favour or against the motion and those who abstained, shall be recorded in the minutes of the meeting</p> |
| Reporting Responsibilities: | <p>The meeting will report to the EKF Board of Directors on a monthly basis via the Chair’s Report detailing positive and negative escalations. Minutes will also be shared with the Board of Directors.</p> |

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| <p>Version No: 2.3</p> | <p>Next Review Date:</p> |
| <p><i>Do you have the up-to-date version? See the website for the latest version</i></p> | |

| | |
|-------------------------|---|
| Review: | These Terms of Reference will be reviewed every 12 months at the April meeting and will be presented to the Board of Directors for ratification. Any material changes, such as change of duties/Chair must be approved by the Board of Directors. These Terms of Reference will be reviewed in January 2024. |
| ID No: | SFG/TOR/001 |
| Version Number: | 1.0 |
| Author /Contact: | Lead Protection Officer |

| | |
|---|-------------------------------------|
| English Karate Federation Ltd | ID No. SFG/POL/001 |
| Registered Company Number 6527769 | Title: Safeguarding Children Policy |
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Appendix F – EKF Safeguarding Case Management Group Terms of Reference

English Karate Federation (EKF) Safeguarding Committee Terms of Reference

| | |
|---|---|
| Title: | EKF Safeguarding Committee |
| Date approved and approving body: | Reviewed at the EKF Safeguarding Committee on XXXXX and ratified by the EKF Board of Directors meeting on XXXXX |
| Constitution, establishment and accountability | This meeting has been established by the EKF Safeguarding Committee and EKF Board of Directors to review individual safeguarding cases for both children and adults at risk. |
| Purpose: | The Case Management Group is responsible for ensuring that all allegations, incidents or referrals related to the safeguarding of children and young people are dealt with fairly and equitably within appropriate timescales. This includes disclosure and barring records disclosure information being considered and decided on a consistent and equitable basis |
| Duties | <ul style="list-style-type: none"> • In particular and without limiting that responsibility, the Case Management Group shall: • Inform the appropriate statutory agency (the police and/or the Local Authority Children’s Social Care and Adult Social Care Department) where a report is made relating to concerns about suspected or actual abuse of a child/young person/Adult at Risk, and to comply with any directions or requirements they may make regarding the case. • Give direction where appropriate to the Safeguarding/Child Protection/Adult at Risk team (or officer) as to the level of cases - as high risk, medium risk or low risk. • Give direction where appropriate as to the level at which a case is to be managed. • Determine where appropriate which cases the Case Management Group need to be directly involved with and advising on what level of investigation should be undertaken. Decisions as to the route a case should take will be made within 72 hours (3 working days) of the initial report. • These decisions will be made outside the Safeguarding Committee but will be reviewed as a standing agenda item at each monthly meeting where a review to ascertain whether the appropriate route was made in retrospect and updates on each case is received • To make initial decisions as to what level each case will be dealt with i.e., minor poor practice which may be referred back to an Association or club complaints/disciplinary procedure with advice; or suspected abuse of a child or adult at risk which requires dealing with at a |

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| | <p>national level through disciplinary procedures. These initial decisions will be taken within 7 days of the initial report.</p> <ul style="list-style-type: none"> Analyse any reports commissioned and determine whether any further actions are required. Make initial decisions regarding risk from the information received and determine how such risks are to be managed. Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures. Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport. ix) Consider any criminal records disclosure information in accordance with the EKF Recruitment Policy. Any disclosures which contain “non-conviction information” should be considered by the Case Management Group Advise generally on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols. Advise on referrals of individuals to the Disclosure and Barring Service | | | | | | | | | | |
|---|---|--------------|--|-----------------|---------------|---------------------------|--|--------------------------------|-----------------------------------|-------------------------|---|
| <p>Membership:</p> | <p>Membership of the Group is set out below and has been determined based on our principle of having the right people, with the right skills in the right meeting.</p> <p>The Lead Protection Officer for the EKF acts as the Chair of this Group. In the absence of the Chair and Vice-Chair, a decision will be taken in advance of the meeting as to who will Chair that meeting but this must be another EKF Safeguarding Officer.</p> <table border="1" data-bbox="395 1137 1442 1485"> <thead> <tr> <th data-bbox="395 1137 852 1216">Core Members</th> <th data-bbox="852 1137 1442 1216">Other members to be co-opted as required</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1216 852 1256">EKF LPO (Chair)</td> <td data-bbox="852 1216 1442 1256">EKF President</td> </tr> <tr> <td data-bbox="395 1256 852 1335">EKF Safeguarding Officers</td> <td data-bbox="852 1256 1442 1335">Equality, Diversity and Inclusion Director</td> </tr> <tr> <td data-bbox="395 1335 852 1406">EKF Safeguarding administrator</td> <td data-bbox="852 1335 1442 1406">Compliance and Assurance Director</td> </tr> <tr> <td data-bbox="395 1406 852 1485">Administrator (Minutes)</td> <td data-bbox="852 1406 1442 1485">Independent Safeguarding/Child Protection Advisor</td> </tr> </tbody> </table> | Core Members | Other members to be co-opted as required | EKF LPO (Chair) | EKF President | EKF Safeguarding Officers | Equality, Diversity and Inclusion Director | EKF Safeguarding administrator | Compliance and Assurance Director | Administrator (Minutes) | Independent Safeguarding/Child Protection Advisor |
| Core Members | Other members to be co-opted as required | | | | | | | | | | |
| EKF LPO (Chair) | EKF President | | | | | | | | | | |
| EKF Safeguarding Officers | Equality, Diversity and Inclusion Director | | | | | | | | | | |
| EKF Safeguarding administrator | Compliance and Assurance Director | | | | | | | | | | |
| Administrator (Minutes) | Independent Safeguarding/Child Protection Advisor | | | | | | | | | | |
| <p>Responsibility of Members and Attendees</p> | <p>Members of the group have a responsibility to:</p> <ul style="list-style-type: none"> Attend meetings having read all the papers beforehand and as appropriate: If unable to attend, send their apologies to the Chair prior to the meeting and, if appropriate, seek the approval of the Chair to send a deputy to attend on their behalf; | | | | | | | | | | |

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| Quorum: | The quorum for every decision is a minimum of three members of the Case Management Group and if necessary the CMG Chair will have the deciding vote. |
| Reporting sub-groups: | There are no reporting sub-groups for the meeting. |
| Communication: | <p>The Safeguarding administrator will be responsible for:</p> <ul style="list-style-type: none"> • Preparing the agenda for the meeting on behalf of the Chair • Collating and circulating the papers • Taking the minutes of the meeting and circulating these to members • Maintaining and updating the action log <p>Papers will be circulated as soon as practically possible to allow attendees the opportunity to read them. Any late papers will only be included with the consent of the Chair. In the event that papers are not provided, this will be escalated as required via the Chair's escalation report.</p> |
| Frequency of meetings: | The frequency of the meetings will vary dependent on the number and timings of incidents/cases for review. |
| Agenda and notes/ action points: | To be confirmed dependent on caseload. An action log will be maintained, and actions reviewed at the start of each meeting. Those identified with an action will be expected to progress that action outside of the meeting and submit progress/ completion ahead of the following meeting. |
| Attendance at meetings: | In line with our values of being open and transparent and taking accountability, all members are expected to attend the meeting for its duration to maximise meeting effectiveness and attendance will be monitored. |
| Meeting Conduct and Effectiveness | All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the Case Management Group unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection Act 2018 and the Human Rights Act 1998. All members of the Case Management Group will maintain the confidentiality of children, young people and/or adults involved in the cases considered. All members of the Case Management Group have an overriding |

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| | <p>obligation to protect children at risk of harm and may therefore share information as appropriate with third parties</p> <p>Any member of the Case Management Group shall inform the Chair if they discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case as per the EKF Conflicts of Interest Policy.</p> |
| Decision Making | All decisions made by the Case Management Group must be fair, open and transparent. The CMG must adopt an open-minded approach until allegations/concerns have been investigated. The CMG will be guided by the (sport's) Equity Policy and the principle that all children have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation. |
| Reporting Responsibilities: | The meeting will report to the EKF Safeguarding Committee on a monthly basis via the Chair's Report detailing positive and negative escalations. Minutes will also be shared with the Committee but anonymised for the purposes of anonymity. |
| Review: | <p>These Terms of Reference will be reviewed every 12 and will be presented to the Board of Directors for ratification. Any material changes, such as change of duties/Chair must be approved by the Board of Directors.</p> <p>These Terms of Reference will be reviewed in January 2024.</p> |
| ID No: | SFG/TOR/002 |
| Version Number: | 1.0 |
| Author /Contact: | Lead Protection Officer |

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Appendix G – DBS Flowchart

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Appendix H – Adults at Risk Incident Reporting Form

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. An EKF Safeguarding Officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

| Section 1 – Details of Adult at Risk | |
|---|--|
| Name of adult | |
| Address | |
| Date of birth | |
| Age if date of birth not known | |
| GP practice (if known) | |
| Contact details | |
| Section 2 – Your details | |
| Name | |
| Contact phone number(s) | |
| E-mail address | |
| Name of organisation/club | |
| Role | |
| Section 3 – Details of concern | |
| Detail what you have seen/been told/other that makes you believe the adult is being abused or is at risk of abuse (include dates/times/evidence from records etc. | |
| | |
| Section 4 – Abuse type(s) – please tick as many as you feel apply | |
| Physical | |
| Sexual | |
| Neglect | |
| Psychological | |
| Financial | |
| Organisational (formerly institutional) | |
| Discriminatory | |
| Mate Crime | |
| Hate incident/crime | |
| Forced marriage | |

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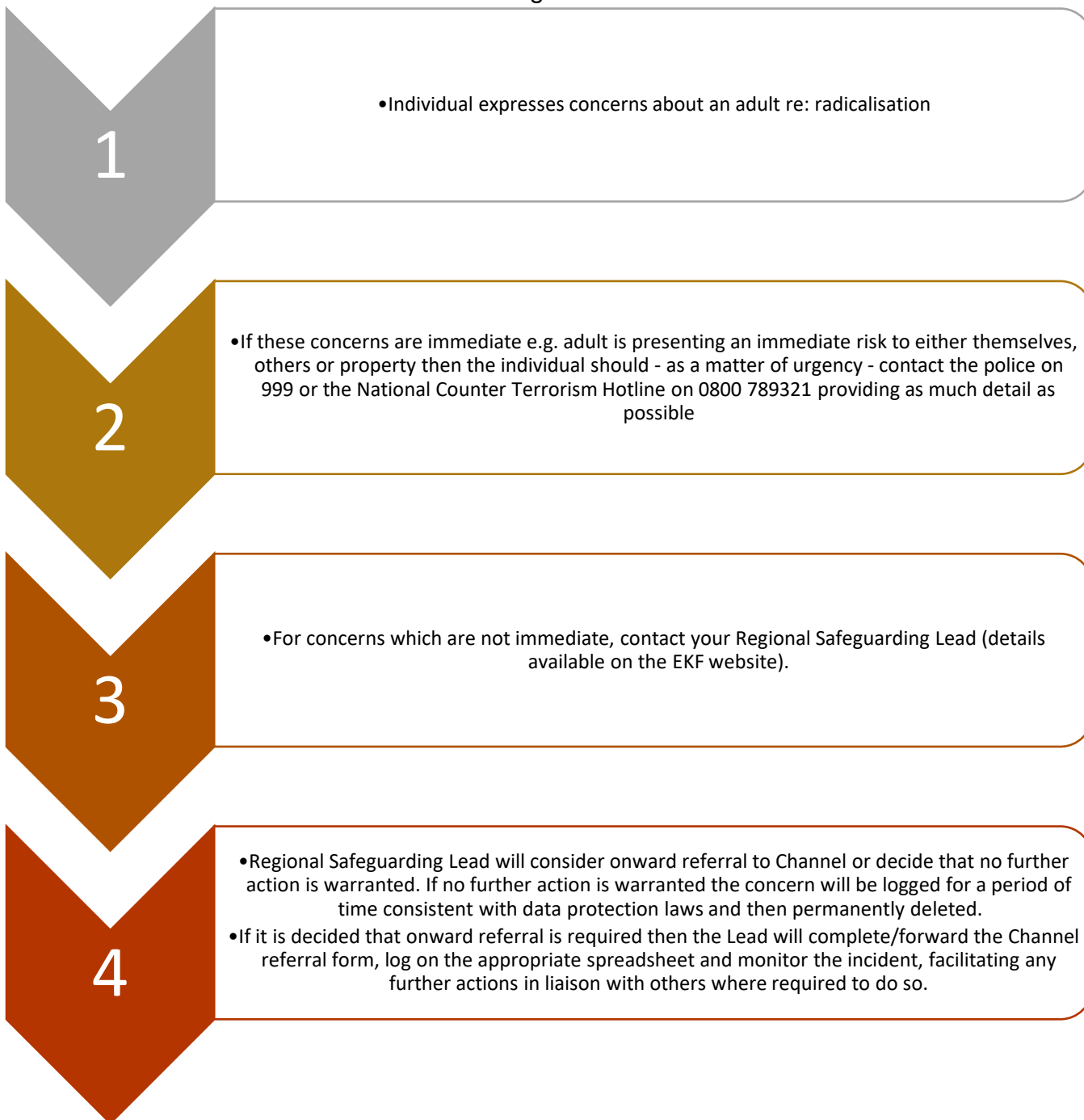
| | |
|---|--------|
| Internet abuse | |
| Modern slavery | |
| FGM | |
| Radicalisation | |
| Domestic abuse | |
| Self-Neglect | |
| Section 5 – Have you discussed your concern with the adult? What are their views, what outcomes have they stated they want (if any)? | |
| Section 5A – Reasons for not discussing with adult | |
| Adult lacks capacity | |
| Adult unable to communicate their views | |
| Discussion would increase risk | |
| State why the risks would increase | |
| Section 5B – Have you discussed your concerns with anyone else e.g., carer/parent? What are their views? | |
| | |
| Section 6 – What action have you taken/agreed with the adult to reduce the risks? | |
| Information passed to the EKF Safeguarding Officers? Confirm details | YES/NO |
| Referral to Adult Social Care? Confirm details | YES/NO |
| Contact with the police? Confirm details | YES/NO |
| Referral to other agency? Confirm details | YES/NO |

| | |
|--|--------|
| | |
| Other – please state | YES/NO |
| No action agreed – state why | |
| Section 7 – Risk to others | |
| Are any other adults at risk? | YES/NO |
| If yes, state why and what actions have been taken to address these. | |
| Are any children at risk? | YES/NO |
| If yes, state why and what actions have been taken to address these. | |
| Signed | |
| Dated | |

Appendix I

Appendix I – PREVENT reporting flowchart

Escalation and Referral Process for Preventing Radicalisation of Adults at Risk

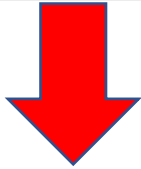


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Appendix J

You have concerns re: FGM

You observe a physical sign that FGM has occurred or a woman discloses to you that they have been subject to FGM.



You have an obligation to:

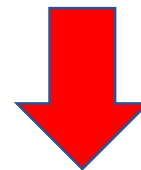
- Report an incident/concern to your Association Lead Protection Officer and EKF Regional Protection Lead
- Ring the police on 101

A relative has disclosed that their family member has had FGM or you consider that a woman may be at risk of FGM.



You have an obligation to:

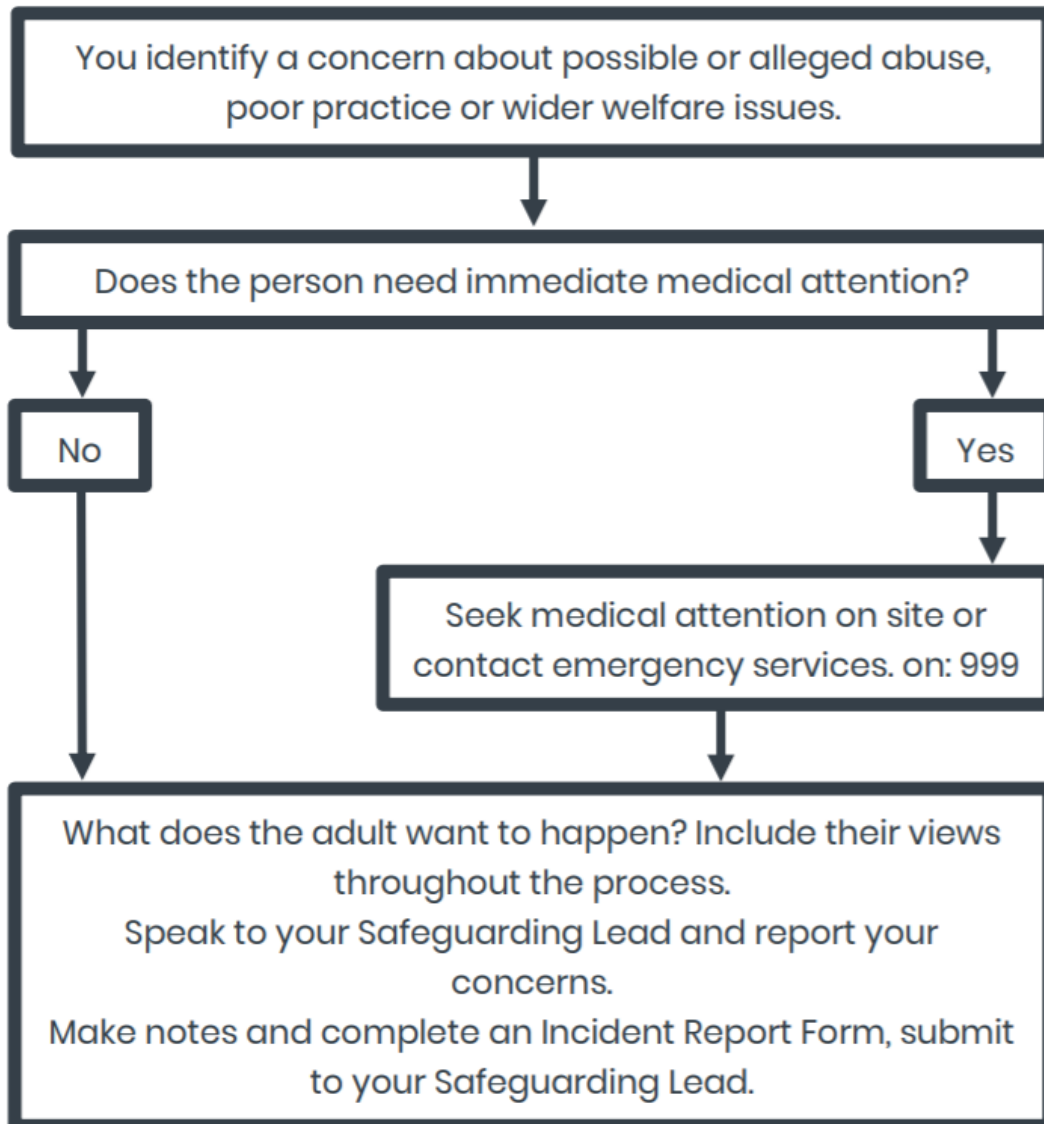
- Report an incident/concern to your Association Lead Protection Officer and EKF Regional Safeguarding Lead
- If the risk is urgent then contact the police on 999



The responsible officer will then follow local safeguarding procedures and refer the woman to social care as a matter of urgency

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Appendix K – Reporting safeguarding concerns flowchart (utilised from the Ann Craft Trust)



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Appendix L – Useful links for further information and support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24 Hour Freephone Domestic Abuse Helplines

England

Tel: 0808 2000 247

www.nationaldahelpline.org.uk/Contact-us

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

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E mail: talk@stophateuk.org
Text: 07717 989 025
Text relay: 18001 0800 138 1625
By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839
Fax: Email: info@suzylamplugh.org
www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

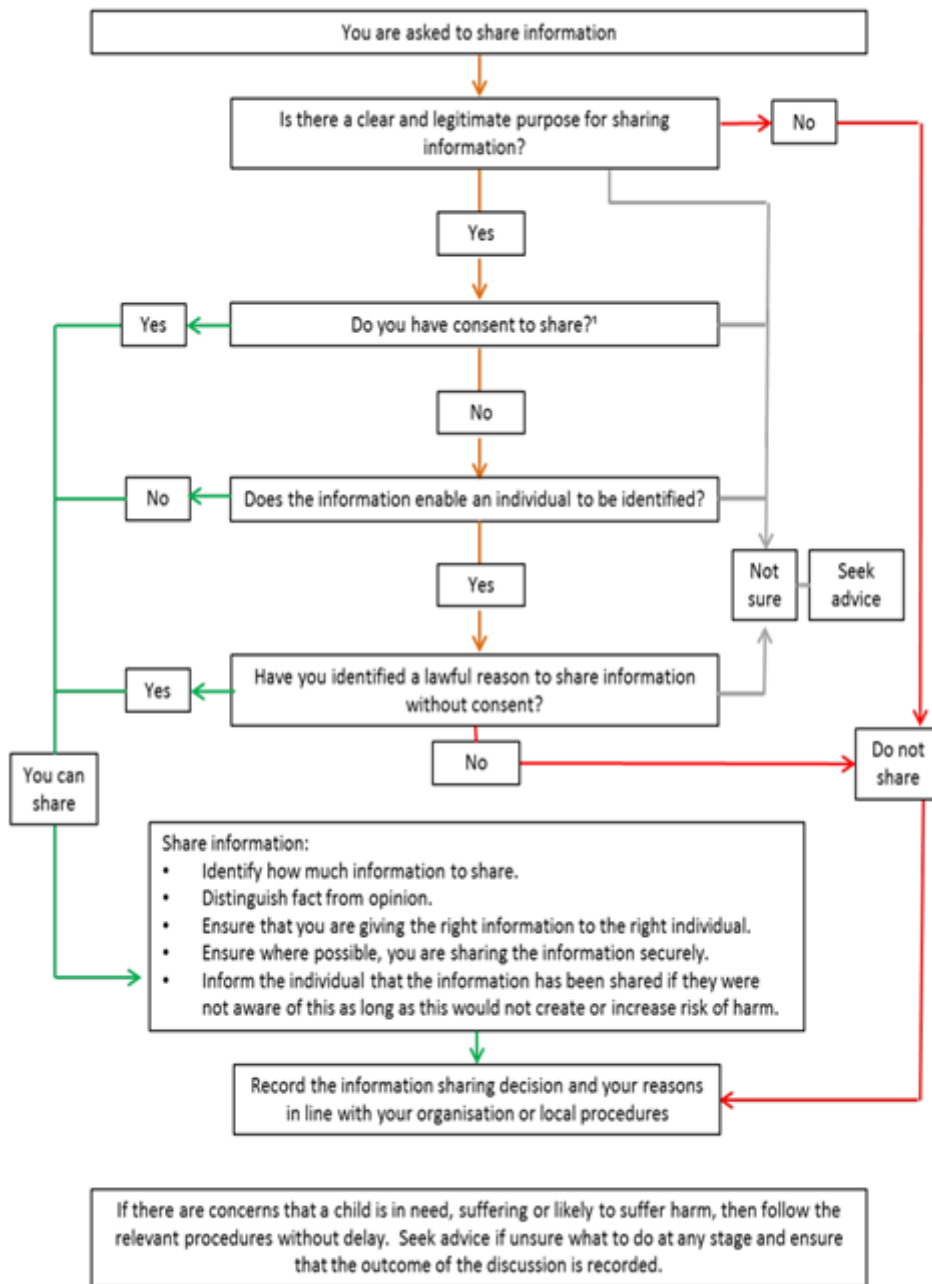
Tel: 0808 168 9111
www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.
www.womensaid.org.uk/information-support

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Appendix M – Data sharing flowchart



1. Consent must be unambiguous, freely given and may be withdrawn at any time

| | |
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Appendix N: Monitoring Compliance

| Section to be monitored | Methodology (incl. data source) | Frequency | Reviewed by | Group / Committee to be escalated to (if applicable) |
|---|---|---|------------------------|--|
| DBS checks for EKF staff, coaches and other relevant personnel | Audit to be undertaken by EKF Safeguarding Team | Upon appointment and then annual review | Safeguarding Committee | Board of Directors |
| DBS checks for Association personnel | Audit to be undertaken by EKF Safeguarding Team | Monthly (rolling schedule) | Safeguarding Committee | Board of Directors |
| EKF's expectations to comply with the policy by end of December 2023 and thus automatically fulfilling the criteria for Safeguarding Code in Martial Arts | Audit of Associations | Annual | Safeguarding Committee | Board of Directors |
| Training for EKF personnel | Review of training records/compliance and induction paperwork | 3 months after appointment | Safeguarding Committee | EKF President |
| Training for Association Safeguarding Officers | Review of training records/compliance | 3 yearly | Safeguarding Committee | Board of Directors |
| Incident management process | As per Terms of Reference | Monthly | Safeguarding Committee | Board of Directors |

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Appendix O: Values and Behaviours Framework


To help create a great place to work, volunteer and a great place to be undertake karate, it is essential that EKF policies and procedures support our values and behaviours. This document, when used effectively, can help promote a culture that is truly respectful and inclusive, where we are compassionate towards each other, and with our ambitious drive we truly support an open, honest and transparent culture.

Organisational values drive the way we influence, how we interact with each other, and how we work together to achieve results. Organisational values are not descriptions of the work we do or the strategies we employ to accomplish our mission, they are the unseen drivers of our behaviour, based on our deeply held beliefs that drive decision-making.

They underpin everything we do and the EKF expects our Members to continue to reflect these values in the way they work – within their Associations, across the Federation and within our communities.

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Appendix N: Equality & Diversity Impact Assessment Tool

| | | |
|---|---|--|
| | |  <p>ENGLISH KARATE FEDERATION</p> |
| Equality Impact Assessment Form | | |
| Department/Function | Safeguarding | |
| Lead Assessor | Lead Protection Officer | |
| What is being assessed? | Safeguarding Adults at Risk Policy | |
| Date of assessment | June 2023 | |
| 1) What is the impact on the following protected characteristics/groups? | | |
| Positive: ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups | Negative: ➤ Unlawful discrimination / harassment / victimisation ➤ Failure to address explicit needs of Equality target groups | Neutral: ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged |
| Equality Groups | Impact (Positive / Negative / Neutral) | Comments ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal? |
| Race (All ethnic groups) | Positive | Provides specific advice and guidance surrounding protected characteristic |
| Disability (Including physical and mental impairments) | Positive | As above |
| Sex | Positive | Actively promotes violence against women and girls with championing of WKF scheme and includes specific reference to FGM and breast flattening/ironing |
| Gender reassignment | Positive | Provides specific advice and guidance surrounding protected characteristic |
| Religion or Belief | Positive | Provides specific advice and guidance surrounding protected characteristic |
| Sexual orientation | Positive | Provides specific advice and guidance surrounding protected characteristic |
| Age | Neutral | Ensures that all children, regardless of age are appropriately safeguarded |
| Marriage and Civil Partnership | Neutral | N.A |
| Pregnancy and maternity | Neutral | N.A |
| Other (e.g. carers, veterans, people from a low socioeconomic background, | Positive | Actively promotes human rights and makes specific reference to those with diverse gender identities |

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| | | |
|--|--|--|
| people with diverse gender identities, human rights) | | |
|--|--|--|

| | |
|---|--|
| 2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the EKF? | |
|---|--|

| |
|---|
| 3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised. |
| ➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups |
| ➤ This should be reviewed annually. |

| Action Plan Summary | | |
|---------------------|------|-----------|
| Action | Lead | Timescale |
| N.A | N.A | N.A |

| | |
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| Version No: 2.3 | Next Review Date: |
| <i>Do you have the up-to-date version? See the website for the latest version</i> | |