

# Safeguarding Children Policy

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**Head of Department:**

Tom Starling

**Validated By:**

Safeguarding Committee

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IBF Board of Directors

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- Does this document meet the requirements under the Equality Act 2010 in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation? **Yes**

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## 1. Summary

- 1.1. This policy outlines the systems and processes in which the International Budo Federation (hereinafter IBF) will ensure the safeguarding of children.

## 2. Purpose

- 1.1. The IBF fully recognises the need to make optimal provision for the safeguarding and wellbeing of children and young persons, that participate in Martial Arts, either as a self-defence art or sport environment, and acknowledges its moral and legal responsibility to ensure that:
- The welfare of the child is paramount
  - All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
  - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
  - All staff (paid or unpaid) working within our organisation have a responsibility to report concerns to the appropriate child protection officer
  - All members comply with this policy and flag any concerns to the IBF Safeguarding Team or the authorities as required
- 1.2. The Children's Act 1989 defines a child as a person under the age of 18. The IBF Board of Directors has accepted this definition within our policy. Further definitions used within this policy are detailed in the 'Definitions/Glossary of terms' section.
- 1.3. The IBF is committed to working in partnership with all agencies to ensure best practice when working with children and young people who within our organisation and member associations are the majority.
- 1.4. 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.
- 1.5. Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with a judgement about the appropriate action to take.
- 1.6. Abuse can occur within many situations including the home, school and the sporting environment. It is a fact of life that some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All cases of poor practice should be reported to following the guidelines in this document. When a child enters the club having experienced abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support

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## 2. Scope

- 2.1. This document is binding and provides procedures and guidance to everyone within the IBF, whether working in a voluntary or professional capacity, affiliated Associations or IBF members.
- 2.2. The policy should be implemented by member Associations and is applicable to all within the IBF.

## 3. Roles and Responsibilities

Role	Responsibility
IBF President Great Britain	Overall responsibility for ensuring that the policy is implemented in full.  Undertake training as part of their duties as President
IBF Lead Child Protection Officer	As per job description contained within Appendix A
IBF 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 IBF meeting structure/organogram.
Association and Club Child 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 IBF Safeguarding Team on all relevant matters as per policy.
IBF Safeguarding Committee	As per Terms of Reference detailed in Appendix E and Appendix F.
IBF Compliance Director	To act as the Vice-Chair of the Safeguarding Committee.
IBF 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 IBF affiliated Associations and Clubs	To implement the policy in full by no later than December 2024.
All members	Read, acknowledge and follow the policy.

## 4. Policy Statement

- 4.1. The IBF has a duty of care to safeguard all children involved in all forms of Martial Arts from harm.
- 4.2. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. As such the IBF will strive to ensure the safety and protection of all children involved in our sport through adherence to

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the Child Protection guidelines ratified and adopted by the IBF and approved by Sport England and the NSPCC Child Protection in Sport Unit.

- 4.3. Sport has a very powerful and positive influence on people - especially young people. Not only can it provide opportunities for enjoyment and achievement, but it can help to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. The IBF must ensure that for those positive experiences to be realised, Martial Arts is delivered by people who have the welfare of young people uppermost in their mind and that the Governing Body have robust systems and processes in place to support and empower them.

## 5. Policy aims

5.1. The aim of this policy is to promote good practice:

- Providing children and young persons with appropriate safety and protection whilst in the care of IBF Associations, clubs and instructors affiliated to the IBF.
- Ensure that all incidents of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.
- The policy recognises and builds on the legal and statutory definition of a child.
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of good in the delivery and management of the IBF, a young person is recognised as being under the age of 18 years [Children's Act 1989].
- The IBF recognises that persons below the age of 18 are vulnerable to undue influence by adults in positions of responsibility, for example Junior International athletes aged Under 21years and provision is made for this.
- Through this policy's implementation plan, each of our member Associations will provide a suitably experienced and qualified individual to act as their Child Protection Officer and commit to a series of awareness raising and training seminars and workshops to assist them in fulfilling their role and will use the IBF template forms and reporting sheets.
- Confidentiality will be upheld in line with the Data Protection Act 2018, the Human Rights Act 2000 and the IBF Whistleblowing Policy.
- The IBF Board of Directors, through monthly reporting procedures will oversee the implementation and compliance with the policy.

## 6. Good Practice Guidelines

6.1. All those involved in Martial Arts should be encouraged to demonstrate exemplary behaviour in order to safeguard children and young people and protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Martial Arts:

6.2. Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- Treating all young people/disabled adults equally, and with respect and dignity

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- Placing the welfare and safety of the child or young person first above the development of performance or competition
- Maintaining a safe and appropriate distance with members (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Where any form of manual or physical support is required, it should be provided openly and in accordance with IBF Club Guidelines
- Keeping up to date with the technical skills, qualifications and insurance within Martial Arts
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- Ensuring when mixed teams are taken away, they should always be accompanied by male and female member of staff (NB however, same gender abuse can also occur)
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid
- Keeping a written record of any injury that occurs, along with the details of any treatment given

6.3. Within the IBF coaching portfolios, particular reference is made to children and young people practising together and this guidance is now included here. Martial Arts Instructors need to understand the added responsibilities of teaching children and also basic principles of growth and development through childhood to adolescence. Exercises should be appropriate to age and build. Instructors should not simply treat children as small adults, with small adult bodies.

- There is no minimum age for a child beginning Martial Arts, as the build and maturity of individuals varies so much. However, the nature of the class must be tailored to consider these factors
- In general, the younger the child, the shorter the attention span. One hour is generally considered sufficient training time for the average 12-year-old or below. Pre-adolescent children have a metabolism that is not naturally suited to generating anaerobic power, and therefore they exercise better aerobically, that is, at a steadily maintained rate. However, they can soon become conditioned to tolerate exercise in the short explosive bursts that more suit Martial Arts training.
- Children should not do assisted stretching - they generally don't need to, and there is a real risk of damage with an inconsiderate or over-enthusiastic partner
- Children should be carefully matched for size and weight for sparring practice

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- Great care must be taken, especially where children train in the proximity of adults, to avoid collision injury
- Children should not do certain conditioning exercises; especially those, which are heavy, load bearing, for example weight training or knuckle push-ups. Children should not do any heavy or impact work but should concentrate on the development of speed, mobility, skill and general fitness
- No head contact is permitted for children participating in kumite or partner work due to significant, evidenced based health concerns surrounding the impacts of concussion

## 7. Practices to be avoided

7.1. If a case arises where these situations are unavoidable (e.g., the child sustains an injury and needs to go to a hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents. Otherwise, avoid:

- Spending excessive amounts of time alone with children away from others
- Taking or dropping off a child at home or to an event.

7.2. Practices never to be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears with intent, as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults that they can do for themselves Invite or allow children to stay with you at your home unsupervised

## 8. Incidents that must be reported/recorded

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

- You accidentally hurt a child or young person
- He/she seems distressed in any manner
- A student appears to be sexually aroused by your actions
- A child or young person misunderstands or misinterprets something you have done

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8.2. Contained within the IBF Club guidelines document are some practical ways in which you should help safeguard children and young people who take part in Martial Arts training within your Association:

- Coach Ratios
- Changing room awareness
- Dealing with injuries and Illness
- Collection of children by Parents/carers
- Discipline issues
- Physical contact issues
- Sexual Activity issues
- Participants in your Association or club with disabilities

8.3. An incident reporting form can be found in Appendix G

## 9. Defining Child Abuse

Abuse may be intentional or unintentional. Detailed below are examples of the 4 main categories of abuse:

Form of abuse	Additional information
Physical abuse	This includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol.
Emotional abuse	This includes being called names all the time, being threatened or being shouted at or made to feel small. Bullying is also a form of emotional abuse. Bullying includes hitting or threatening a child with violence, taking their things, calling them names or insulting them, making them do things they won't want to do, and deliberately humiliating or ignoring them.
Sexual abuse	This includes being touched in a way you don't like by an adult or young person, being forced to have sex, or being made to look at sexual pictures or videos. For some disabled children, it includes if a person helping them to use the toilet touched them more than was needed.
Neglect	Is when a child is not looked after properly, including having no place to stay, or not enough food to eat, or clothes to keep them warm. It also includes if the child is not given medical care when they need it, including medication. For some disabled children, it could include if their carer took away the things they needed for everyday life - like their wheelchair or communication board. Or not helping a disabled child who needed help using the toilet.

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## 10. Common signs of abuse

Every child is unique, so behavioural signs of abuse will vary from child to child. In addition, the impact of abuse is likely to be influenced by the child's age, the nature and extent of the abuse, and the help and support the child receives. However, there are some behaviours that are commonly seen in children and young people who have been abused:

- The child appears distrustful of a particular adult, or a parent or a coach with whom you would expect there to be a close relationship
- He or she has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them. If he or she has an injury which is not explained satisfactorily or properly treated
- Deterioration in his or her physical appearance or a rapid weight gain or loss
- Pains, itching, bruising, or bleeding in or near the genital area
- A change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual
- If they refuse to remove clothing for normal activities or wants to keep covered up in warm weather
- If he or she shows inappropriate sexual awareness or behaviour for their age
- Some disabled children may not be able to communicate verbally about abuse that they may be experiencing or have witnessed. It is therefore important to observe these children for signs other than 'telling'.

10.1. These signs should be seen as a possible indication of abuse and not as a confirmation. Changes in a child's behaviour can be the result of a wide range of factors. Visible signs such as bruising or other injuries cannot be taken as proof of abuse. For example some disabled children may show extreme changes in behaviour, or be more accident prone, as a result of their impairment. A child or young person may also try to tell a person directly about abuse. It is very important to listen carefully and respond sensitively. The IBF has a responsibility to act on any concerns.

## 11. Children with additional needs

11.1. The IBF recognise that children with either a physical or mental disability are more prone to being abused than other children. Children with a disability are more likely to be abused because of the following:

- Vulnerabilities to bullying from other children and adults
- Likely to be more socially isolated and have less frequent contact than children without disabilities
- Dependency on others for assistance to carry out essential daily tasks
- The inability or a difficulty in expressing themselves and communicating that abuse has taken place
- Impaired capacity to resist and understand abuse

11.2. It is the responsibility of all to ensure that the duty of care to children is always upheld and in order to bring about the most inclusive environment for disabled children there are areas of good practice which will need to be taken into consideration. These include:

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- Disabled access to dojos, competition, transport and accommodation
- Adapting coaching practices to suit the needs of the child
- Improving ways of communication including where relevant sign language and other appropriate means of communication dependent upon the needs of the child
- Increased supervision at training and events
- Appropriate changing, showering and toilet facilities for disabled children to be easily accessible
- Staff to have further training where required to understand the individual needs of the child
- Opportunities for club or competition information to be made available in alternative means where necessary e.g. braille

11.3. Whilst extra safeguards need to be afforded to protecting disabled children from abuse this does not mean that disabled children cannot play a full and active part in Martial Arts classes and competitions. Any Association wishing to discuss further the involvement of disabled children and adults in Martial Arts should contact the IBF's Equality, Diversity and Inclusion Officer, Mr Hayden Michael at: email address [hayden\\_michaels@msn.com](mailto:hayden_michaels@msn.com)

11.4. Coaching guides have been developed to assist those in teaching children and adults with disabilities. These are contained on the IBF Website and referenced within the Associated Documents section of this policy:

[website link to be inserted](#)

## 12. Children from Minority Backgrounds

12.1. All Association's Code of Conduct should ensure that discrimination is not permitted in any form. Discrimination is however more common with children from minority ethnic backgrounds. Therefore, due regard is needed when running or taking part in classes, competitions or other events for cultural and language differences.

12.2. Children from minority ethnic backgrounds are also more susceptible to being abused for the following reasons:

- Language difficulties may make it difficult for the child to tell somebody that they are being abused
- Children may be more socially isolated and have less contact with people from outside their community
- Stereotyping or prejudice may lead to situations where abuse is not detected or is misinterpreted
- Children may be more prone to being victims of discrimination and bullying

12.3. In order to ensure that children from minority ethnic backgrounds are adequately safeguarding religious festivals and/or daily practices should be considered. For example, a child who is fasting during the festival of Ramadan may be more physically exhausted than usual and therefore due consideration ought to be given when training.

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- 12.4. To be as inclusive as possible it is advised that events – where possible – are not held on days which coincide with significant religious or cultural feast days. Some religions and cultures may also adhere to strict dietary requirements and therefore when planning things like team meals or catering for presentation nights for example, these dietary requirements should be taken into consideration e.g. vegetarian, halal, kosher.
- 12.5. Whilst it may not be manageable or proportionate for all clubs to ensure that they have information readily available in appropriate formats and languages for those clubs with a high proportion of ethnic minority students, consideration should be given to how to diversify the dissemination of information.

### 13. LGBTQ+ Children

- 13.1. As research from Barnardo's et al demonstrates, LGBTQ+ children and young people face the same risks as all children and young people, but they are at greater risk of some types of abuse. For example, they might experience homophobic, biphobic or transphobic bullying or hate crime. The IBF adopts a zero-tolerance approach to this.
- 13.2. It is also known that LGBTQ+ young people are more likely to become homeless than their non-LGBTQ+ peers. Resources to support LGBTQ+ children and further advice and guidance on safeguarding this group of children can be found within the Useful Links page of this policy, as detailed in Appendix H.

### 14. Violence against women and girls

- 14.1. Violence against girls and women is something with which the World Martial Arts Federation (WKF) and the IBF are keen to combat and have therefore joined with the Koyamada International Foundation and the United Nations Population Fund to launch the Guardian Girls Global Martial Arts Project.

### 15. Female Genital Mutilation (FGM)

- 15.1. FGM is the practice of intentionally removing part or all of the external female genitalia and/or other female genital organ injury for non-medical purposes with FGM having no health benefits.
- 15.2. This is an inhumane treatment which has been outlawed in the UK through the FGM Act 2003 and anybody who has been found guilty of the offence can face up to 14 years in jail. Additionally, anybody found to be failing in their duty of care and assumed responsibility e.g. a parent, who allows the practice to happen to their daughter can face up to 7 years in prison. The practice results in severe bleeding and problems during urination as well as infections, childbirth complications and the increased chance of infant mortality not to mentioned psychological problems.
- 15.3. Given these procedures are not fully irreversible, prevention is key. The IBF and Associations have a duty of care to the children they come into contact with and if signs and symptoms are identified it is imperative that action is taken to either to bring about justice before or after the practice has occurred.

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15.4. Key signs and symptoms to be mindful of:

- The child's relatives are known to have had FGM
- The family belongs to a community which is known to practice FGM
  - Cultural appropriations are not sufficient grounds for concern and accusations based solely upon cultural heritage should be discouraged. When taking into account other factors this may be a genuine cause for concern
- The child will be absent from Martial Arts training for a number of weeks as they are planning on making a trip to one of the countries previously identified
  - Note this of itself is not a cause of concern and should be taken into consideration with other factors
- You are involved in discussions with the child who discloses that they have a forthcoming special celebration
- You notice that the child has difficulty either walking or sitting. The child may also be unable to carry out certain Martial Arts techniques or stretching/warm up exercises as they once did

15.5. For further advice and guidance on FGM there is a free online course offered by the Home Office on FGM. This can be accessed by following the below link:

<https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventingfgm>

15.6. A leaflet explained FGM in more detail can also be downloaded from the Home Office website. The link to this leaflet is detailed below:

[FGM – the facts leaflet \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612212/FGM_-_the_facts_leaflet.pdf)

## 16. Breast Flattening/Ironing

- 16.1. The terms breast flattening and breast ironing are used to refer to the procedure whereby young pubescent girls' breasts are – over a period of time including years – flattened and/or pounded down. The purpose of this is to delay the development of breasts entirely or to make the breasts permanently disappear.
- 16.2. The practice is usually done within families (often by female relatives) and involves large stones, hammers or spatulas being heated up over scorching hot coals to compress breast tissue. Other methods adopted can include the use of a binder or elastic belt to press the breasts.
- 16.3. It is something which usually starts when the girl first shows signs of puberty and can be as young as 9 years old.
- 16.4. Breast ironing and flattening may also be done by the child themselves as they may be undergoing gender transformation/identity issues.
- 16.5. The health implications of such a practice, both physical and mental, can be extremely damaging with abscesses, severe fever and infections commonplace.

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- 16.6. Unlike FGM, there is no specific law which addresses the issue but it falls under the category of physical abuse and should be dealt with as such. However, like FGM, the processes and procedures to follow if you identify or have suspicions that the practice has taken place are the same.
- 16.7. Signs and symptoms should be treated with caution and used in conjunction with other known facts or other signs and symptoms. For example, a girl may be embarrassed about her body for other reasons such as body confidence and is of itself not indicative that abuse has occurred. These signs may be noticed during Martial Arts sessions when a girl is changing before or after practice or when discussing with fellow students before, during or after sessions.
- 16.8. The main signs to look out for include:
- A child being embarrassed about their body
  - A child is born to a woman who has undergone breast flattening or members of the girls immediate family have
  - References to breast flattening in conversation
  - The child's family have limited levels of integration within the wider community
- 16.9. Documented in Appendix J is a flowchart for how you would report suspicions of FGM and/or Breast Flattening/Ironing

## 17. PREVENT

- 17.1. The IBF is committed to playing an active role in the Government's antiterrorism strategy CONTEST which involves the programme PREVENT. The IBF recognise that the principles of the Governing Body and of Martial Arts itself - including teamwork, respect, discipline and sportsmanship - can act as fundamental building blocks to preventing radicalisation at every level. This in turn allows children from diverse backgrounds to reach their full potential within the sport.
- 17.2. As of July 2015, all schools and childcare providers under Section 26 of the Counter Terrorism and Security Act 2015 were mandated by law to pay due regard to the prevention of young people being radicalised and recruited to terrorism. Whilst this legislation is targeted specifically at schools all agencies which come into contact with children and young people must also seek to prevent radicalisation. The PREVENT strategy links closely with the IBF's duty of care to look after the health and wellbeing of all children within our clubs.
- 17.3. Whilst the dealings with Prevent that members of the IBF will have will vary from those of public sector organisations like there are elements which overlap.
- 17.4. It is important to note that the general risks surrounding radicalisation of children and young people varies geographically and by age group. As members of the IBF who have a wide range of involvement with children and young people we are uniquely placed to

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identify and respond to any risks within a local context. It is crucial to understand the risks to be able to respond appropriately and proportionately

17.5. The Strategy and its Aims:

17.6. CONTEST is based around four key work streams which are aimed at reducing the risk to the United Kingdom. These four key work streams are:

- **Pursue:** Stop terrorist attacks from occurring
- **Prevent:** Stop people from becoming terrorists or supporting terrorist organisations/cells
- **Protect:** Strengthen protection against terrorism and any actions thereof
- **Prepare:** Mitigate any impact of terrorism and any actions thereof

17.7. Prevent is a strategy which is adopted throughout a wide range of organisations encompassing both the public sector and private sector as well as charitable organisations and voluntary groups.

17.8. The Prevent initiative has three distinct objectives which include:

- 1 - Respond to the ideological challenges posed by terrorism and the threat from proponents of terrorism
- 2 - Deter people from being drawn into terrorism initially
- 3 - Work collaboratively with institutions and wider society to address risks of radicalisation

17.9. The overarching aim of Prevent is to safeguard/protect individuals who may be vulnerable to radicalisation. Radicalisation against terrorism is not exclusive to one brand of terrorism and crosses the political and religious spectrum.

**17.10. The Exploitation Process**

17.11. It is universally acknowledged that there are no one set of circumstances which can explain why vulnerable people become involved in terrorism however it is widely understood that personal experiences affect the ways in which vulnerable individuals deal with their external environments.

17.12. The factors are likely to be personal and unique from child to child. Radicalisers who attempt to convert children and young people to their cause will often prey upon somebodies' vulnerabilities. Contact between the vulnerable child/young person and the radicaliser can also take many forms from face-to-face contact to social networking and other forms of media but often through a combination of methods. Nonetheless, it is more commonplace for those who are vulnerable to become involved in terrorism and related activities through the influence of their family and peer group and it therefore takes on a distinctly social element.

17.13. Whilst the social element cannot be discounted, the internet is increasingly playing a part in radicalisation as it provides a platform for the promotion of terrorist related propaganda to a wide audience at the click of a button. Members should therefore be mindful of any content which romanticises violence or makes apologies for terrorism being shared and discussed by students either online, at classes or away on competition. Further

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information on Social Media and Online Martial Arts issues is detailed after this section of the policy.

#### 17.14. Factors affecting vulnerability

17.15. As already acknowledged, there is no defined criterion which constitutes vulnerability however the following circumstances – when taken in conjunction – may be indicative of radicalisation:

- Identity crisis
- Personal crisis
- Personal Circumstances
- Criminality
- The internet, social networking and other media
- Personal grievances

17.16. The principle of dealing with Prevent related risks is the same as managing other safeguarding risks. All members who have contact with children should be alert to any changes in a child's behaviour which could be indicative that they require protection.

17.17. Whilst any radicalisation signs may differ greatly from one child to another (with children also known to hide their views) this policy does not require IBF officials, instructors or associations to undertake intrusive interventions into family life but to take action when potentially concerning behaviour has been identified. There is no obligation or expectation that the IBF or Association members will take on a surveillance or enforcement role rather any concerns should be flagged to the IBF Safeguarding Team who will then liaise with partner organisation to contribute to the prevention of terrorism and making safety a shared endeavour. Please see Appendix I for more information.

#### **17.18. Human Rights Act**

17.19. In addition to the Equality Impact Assessment accompanying this policy, it is also the view of the Safeguarding Team that this section of the policy does not bare any Human Rights related issues as it simply follows national guidance laid down by the UK Government. Due care and attention should be carried out when implementing the policy and acting upon any concerns as not to discriminate

### **18. Social Media**

18.1. Children may be exposed to upsetting or inappropriate content online, particularly if the platform being used does not have sufficient security. This content can include sexually explicit material or other harmful content e.g. bullying, radicalisation material etc. Children may also be at risk of being groomed if they have an online profile that means they can be contacted privately.

18.2. Children's posts or profile information may also expose personal information which can put them at risk. This information can be used to groom, abuse or exploit children.

18.3. Parents should ensure that their child's online activity is monitored and secure and that they only speak with people they know. Given Martial Arts is a global activity with lots of

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online activity it may be tempting to accept friend requests from people who you can see also do Martial Arts but be mindful of fake accounts. Perpetrators of abuse may create fake profiles to try to contact children and young people through the platform you're using, for example an adult posing as a child. They may also create anonymous accounts and engage in cyberbullying or trolling. People known to a child can also perpetrate abuse.

- 18.4. IBF Directors, Coaches and other personnel (including Associations) should never communicate with minors via social media.
- 18.5. For further information on the risks posed and what actions can be taken to address them, please see the NSPCC website:

[Social media and online safety | NSPCC Learning](#)

## 19. Online activity

- 19.1. As experienced with the lockdown following the COVID-19 pandemic, remote teaching/training sessions and competitions proved to be very popular. Whilst reduced, online activity of this nature continues and therefore the IBF takes its responsibilities for keeping children safe online incredibly seriously. Safeguarding this arena is vital to ensure that essential steps are taken to protect both the children but also the instructors.
- 19.2. The IBF advise members to be diligent in arranging and attending courses online with instructors and coaches that are not part of their Association or not part of the IBF. There have been incidents where the person leading the course is on the DBS barred list. This means that they are deemed to represent a significant and potential risk to children and vulnerable adults. The law bars them from coaching minors and vulnerable adults. Anyone who might arrange sessions where such people are coaching can also be held legally responsible. As such we urge members to complete due diligence and safety checks.
- 19.3. The IBF will take the strongest action when we are made aware of such breaches happening and will pursue this obligation beyond the confines of IBF membership.

### Platform

- 19.4. When deciding which platform to use, always ensure the platform you are using is suitable for the children's age group, stage of development and ability. It is also considered best practice to set up club accounts for any online platforms you use and to refrain from using personal accounts and double check the privacy settings.

### Consent

- 19.5. Instructors/Coaches must ensure parents, guardians, carers and children understand the benefits and risks of online sessions and get written consent for children to be involved. Written consent can include electronic communications e.g. e-mail correspondence. Talk to your coaching team about how you plan to deliver remote sessions and ensure they are comfortable with coaching online.
- 19.6. When planning an online session or competition for a group of children, it is important to ensure that everyone within the group has access where reasonably possible to avoid

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exclusion with the timing of the sessions scheduled for a time where it is most convenient for the majority of the group to be able to train/compete etc.

## **Martial Arts Training Programmes & Schedules**

- 19.7. With the advancement of online technologies, many Martial Arts clubs are now posting training schedules and programmes online that can be completed at home. In many ways training at home is actively encouraged by instructors so that students may progress quicker through either gradings or selections. However, any online training programme/schedule should be carefully managed, with regular discussions between participants and coaches to ensure that skills and techniques are being performed correctly with the right equipment to avoid the risk of injury.

## **Maintaining professional boundaries**

- 19.8. Coaching Martial Arts online is different to coaching face-to-face nonetheless, adults must always maintain professional relationships with children and young people.

## ***Coach/Instructor to child ratio***

- 19.9. The IBF encourages any club or Association who is providing online activity to ensure that there is sufficient adult to child ratios. Whilst the number of adults required for each session will vary dependent upon a student's age or stage of development, the IBF mandates a minimum of 2 adults present when working with children (the same is true of offline lessons/classes).

## ***Contacting children at home***

- 19.10. Sometimes coaches might need to contact children individually, for example to give feedback or discuss a safeguarding concern. Any one-to-one sessions should be risk assessed and coaches/instructors should always ensure that a responsible adult is present. The IBF will always ensure coaches know what safeguarding measures to take if they are having a one-to-one conversation with a child, and what to do if they have any concerns about a child's welfare. Associations must ensure coaches know how to respond if a child tells them that something is not right at home.
- 19.11. Always use parents' or carers' email addresses or phone numbers to communicate with children unless this poses a safeguarding risk. If coaches are accessing families' contact details at home, ensure they comply with the Data Protection Act 2018.

## **20. Responding to suspicions or allegations of abuse**

- 20.1. It is not the responsibility of anyone working in the IBF, in a paid or unpaid capacity to decide whether or not child abuse has taken place. This is the role of the child protection agencies. However, there is a responsibility for all involved in Martial Arts to act on any concerns through contact with the appropriate authorities. Advice and information is available from the local Social Services Department, The Police or the NSPCC 24 hour Help line 0808 800 5000.

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- 20.2. The IBF assures all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.
- 20.3. Where there is a complaint against a member of staff there may be three types of investigation:
- A criminal investigation
  - A child protection investigation
  - A disciplinary or misconduct investigation
- 20.4. The results of the Police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

## **21. Concerns about poor practice:**

- 21.1. If, following consideration, the allegation is clearly about poor practice, the IBF Safeguarding Officers will deal with this as a misconduct issue
- 21.2. If the allegation is about poor practice by the Safeguarding Officer, or, if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

## **22. Concerns about suspected abuse**

- 22.1. Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. An incident reporting form can and other resources can be found in Appendix G, K and L.
- 22.2. The IBF Safeguarding Team will refer the allegation to the social services department, which may involve the Police, or go directly to the Police if out-of-hours.
- 22.3. The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- 22.4. The IBF Safeguarding Team will also notify the relevant Association Child Protection Officer who in turn will inform the IBF Lead Child Protection Officer who will deal with any media enquiries.
- 22.5. If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the IBF Lead Child Protection Officer who will refer the allegation to social services.

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## 23 Confidentiality

23.1 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 Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The IBF Disciplinary and Legal Commission (D.L.C.) and Lead Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child).
  - Seek social services 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)

## 23 Internal Inquiries and suspension

23.1. All internal inquiries relating to Safeguarding will be overseen by the Lead Child Protection Officer of the IBF suspension/s will be addressed in accordance with, IBF Discipline Policy.

23.2. The welfare of the child should remain of paramount importance throughout

## 24 Support to deal with the aftermath of abuse

24.1. Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

24.2. 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](mailto:bac@bacp.co.uk), Internet: [www.bacp.co.uk](http://www.bacp.co.uk)

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

## 25 Allegations of previous abuse

25.1. Allegations of abuse may be made sometime after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

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## 26 Action(s) if bullying is suspected

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

26.2. Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately)
- 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)
- Report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring)

26.3. 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
- 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
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken.

26.4. Concerns outside the immediate sporting environment (e.g. a parent or carer):

- Report your concerns to the Child Protection 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 Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately
- Social services and the Child Protection Officer will decide how to involve the parents/carers
- The Child Protection Officer should also report the incident to the IBF Governing body. The governing body should ascertain whether or not the person/(s) involved in the incident play a role in IBF DLC and act accordingly
- Maintain confidentiality on a need to know basis only

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## 27 Information for social services or the police about suspected abuse

27.1. To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded
- If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

27.2. False allegations of abuse do occur, but they are rare. You should always take immediate action if a child says or indicates that he or she is being abused, or you have reason to suspect that this is the case. This may involve dealing with the child, their parent or carer, colleagues at your club / organisation, teachers, external agencies or the media. Following the guidelines included in this policy, is recommended to be incorporated into the framework of your own club / organisation. Children who are being abused will only tell people they trust and with whom they feel safe. As a coach you will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust.

27.3. Children want the abuse to stop. By listening and taking what a child is telling you seriously, you will already be helping to protect them. It is useful to think in advance about how you might respond to this situation in such a way as to avoid putting yourself at risk.

### Timing and Location.

27.4. It is understandable that the child may want to see you alone, away from others. The child may therefore approach you at the end of a session when everyone is going home, or may arrive deliberately early at a time when they think you will not be busy. However, a disclosure is not just a quick chat; it will take time and usually has further consequences. Bear in mind that you may also need to attend to other students / children, check

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equipment or set up an activity – you cannot simply leave a session unattended. Therefore, try to arrange to speak to the child at an appropriate time. Location is very important. Although it is important to respect the child's need for privacy, you also need to protect yourself against potential allegations. Do not listen to the child's disclosure in a completely private place – try to ensure that other members of staff are present or at least nearby.

#### 27.5. All records should:

- Be written as soon as possible signed and dated
- Clearly distinguish between fact, observation, allegation and opinion
- Note the name, date, the event, a record of what was said, and any action taken in cases of suspected abuse
- Be held separately from main records
- Be exempt from open access

## 28 Responding to the Child

#### 28.1. When responding to the Child:

- Do not panic – react calmly so as not to frighten the child
- Acknowledge that what the child is doing is difficult, but that they are right to confide in you
- Reassure the child that they are not to blame
- Make sure that, from the outset, you can understand what the child is saying
- Be honest straight away and tell the child 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 child; 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
- Avoid closed questions (i.e. questions which invite yes or no answers)
- Do not probe for more information than is offered
- Encourage the child, to use its own words
- Do not make negative comments about the alleged abuser
- End the disclosure and ensure that the child is either being collected or is capable of going home alone
- Do not approach the alleged abuser

## 29 Safeguarding and overnight trips for training and competitions

- 29.1. The IBF may on occasion take child athletes away for international competitions and many members of the IBF will attend training and national competitions with their respective clubs and stay overnight. It is acknowledged that staying in a hotel can create safeguarding issues and present an opportunity for would-be wrongdoers to act. Therefore, the IBF mandates that necessary steps are taken when children are staying overnight in a hotel as part of their involvement with Martial Arts.

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- 29.2. Overnight stays can create additional challenges for those responsible for child safety as hotels will often involve interaction with other guests and facilities such as hotel bars. It will be the responsibility of the person tasked with organising accommodation to contact the venue before booking to ascertain what the in policy is on children staying in their own room. When booking accommodation under no circumstances should an adult (aged 18+) who is not the parent/guardian or carer share a room with a child.
- 29.3. Children of a similar age and of the same sex are permitted to share a hotel room but must not share a bed.
- 29.4. Children of the opposite sex, staying overnight are not allowed in other competitors rooms without an adult being present. It is also advisable that there is an adult supervisor situated in an adjacent or nearby room. Chaperones need to ensure that they supervise children, until they are settled in their rooms on an evening when they are ready to go to bed.
- 29.5. Group bookings should, where possible, also occupy as much of the same part of the hotel as to avoid members being sparsely populated across a large site. The organisers of accommodation will be also need to ensure that the hotel offers adequate facilities for any disabled children.
- 29.6. It is also the responsibility of the IBF or Association staff members to ensure students cannot access inappropriate TV programmes/adult channels and hotel mini bars stocked with alcohol.
- 29.7. Other practices to be adhered to include briefing all children about the emergency procedures in case of a fire and be mindful of any children who may have difficulty hearing alarms e.g. deaf children. A list of who is stopping in each room is also mandatory.
- 29.8. There will also need to be an appropriate number of adult supervisors for the number of children participating in a trip.

#### Unsupervised time

- 29.9. Often on trips away there will be situations where children will be provided with unsupervised time e.g. tourist visits, shopping time, returning to hotels after events. These episodes can occur at training camps or competitions and may coincide with older athletes as part of the planned programme. Children under the age of 11 under no circumstances should be granted unsupervised time and therefore must be always accompanied by an adult or other responsible adult.
- 29.10. Any unsupervised time must be communicated with the parents and guardians of the children before the trip. Unsupervised time should also never allow for children to be on their own and should ideally be in groups of 3 as a minimum. It is imperative that ground rules are set and that all children know how to contact a member of staff, where they are staying – including the hotel phone number – and have an understanding of any areas which are prohibited. Staff members on IBF trips will also ensure that there is a central meeting point so children know where they can check in with them if required.

#### Information for parents and carers

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29.11. Before an overnight stay is planned there should be adequate paperwork produced to give to the parents/guardians and children involved which should give them as much information about the trip as possible. This should be standard practice for all trips but for those involving an overnight stay these will need to be much more comprehensive and document the following:

- Purpose of the trip and objectives to be realised
- Name and contact number of the chief organiser
- Transport and venue details (venue details to include full address, postcode and telephone number)
- Indication if there will be any unsupervised free time
- Essential equipment list e.g. Martial Arts equipment, money
- Code of conduct including expectations re: social networking – as outlined in the IBF separate policy
- Estimated cost with an acknowledgement that these may vary up or down

## Transportation

29.12. It is advised that parents/guardians/carers should be initially responsible for transporting children to and from Martial Arts events which is a reasonable responsibility to ask. However, if there are a large number of children travelling for team-based events then when organising group transport information needs to be provided as to who will be providing the transport, the name of the driver, the destination the team are travelling. The organiser will also be responsible for ensuring that seatbelts are utilised and that the driver has the correct type of license.

## Emergencies

29.13. It is the responsibility of the group organiser to know how to contact emergency services when required and to ensure first-aid kit is available. When taking children away it is also advisable that any child medical conditions (including allergies) and medication information is relayed beforehand. When applying first aid, the person administering it must clearly communicate with the child what they are doing and for what purpose. Any first aid that is undertaken should avoid being undertaken in private. Only those with a first aid qualification should carry out first aid. Any injuries that do occur should be relayed to the child's parent/guardian/carer.

29.14. When an emergency arises, the responsible adult must establish the name of the child affected and seek urgent medical attention whilst ensuring that all other child members are adequately always supervised and kept together. A written account of what occurred should be noted down as soon as possible with all relevant facts and witnesses documented. An incident form must then be submitted.

29.15. Before any international trip that the IBF organises, a checklist will be completed.

## 30 Preventing abuse in positions of power

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- 30.1. As parents, coaches, officials, and volunteers working with young people, we must all help to promote responsible relationships within sport and prevent the manipulation and exploitation of young people.
- 30.2. Although young people aged 16 and 17 have reached the age of consent for sexual activity according to UK law, they could be vulnerable to sexual abuse and exploitation in certain situations. This includes sexual activity and manipulation by adults who hold a position of responsibility, or authority in relation to them, and, as a result, have a considerable amount of power and influence on their lives.
- 30.3. As of 28 June 2022 the law in England and Wales states that those in a position of trust in sports organisations, such as a coach, cannot legally have a sexual relationship with young people they look after, under 18 years old.
- 30.4. Those in authority positions in sport can have a positive influence on the welfare of a young person, by providing role models or someone to turn to if they have a concern. But it is important to have clear boundaries in place for the safety of both the young people and the staff, to ensure exploitation cannot take place.
- 30.5. Someone in a position of trust is a person in a position of authority or responsibility over another person. Those in positions of trust have a considerable amount of power and influence on a young person's life. For example, a young person may be dependent on their coach, mentor or other adult for their sporting development success, or position in a club, representative or national team.

### 31 Use of Photographic Filming Equipment at IBF Events

- 31.1. There is no intention to stop people photographing their children, club mates, or photography and video being used as an educational tool, 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 young and disabled sportspeople in vulnerable positions.
- 31.2. It is advisable that all clubs be vigilant with any concerns to be reported to the Association Child Protection Officer. Any parent who wishes to photograph their child must seek permission from the instructor or competition organiser.
- 31.3. Official photographers must be registered with the event organiser and wear identification. (See IBF Photography and Videoing Policy) The IBF has a policy of recording authorised camera operators and this is implemented at our National Junior and Senior Championships.
- 31.4. 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.

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31.5. The IBF closely follows the guidance issued by the Child Protection in Sport Unit advising that:

- 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
- If the photograph is used, we do not name the individual without first obtaining the appropriate consent.
- Seek parental permission and that of the participant to use any image of any such participant. Our parental consent form is enclosed as an AppendixM.
- Parental and or student/ competitor permission has been sought via our Photography and Videoing Policy

31.6. For further information on the IBF's Photography and Videoing Policy, please see the IBF website and the separate, specific policy.

<https://www.englishMartial Artsfederation.com/application/files/7416/1478/0040/ekf-photography-policy.pdf>

## **32 Recruitment and training of staff and volunteers**

- 32.1. Advertising will reflect the aims of the IBF key responsibilities of the role, and the necessary experience required.
- 32.2. Our open and positive stance on child protection and equity will be implicit. Pre-application information will be sent and an application form is necessary for all posts.
- 32.3. 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 IBF and registered with the update service, and the credentials applicable to the role have been checked. The DBS will be audited annually from the date of appointment by the IBF Safeguarding Team.
- 32.4. The IBF recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. It is essential that the same procedures be used consistently for all posts whether staff are paid or voluntary, full time or part time. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

## **Pre-selection checks**

32.5. 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

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- Two confidential references, which will include one, regarding previous work with children. 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

- 32.6. All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations within the IBF Recruitment policy.
- 32.7. 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 IBF Code of Ethics and Conduct
  - Child protection procedures are explained and training needs are identified.

## Existing Staff

- 32.8. All current IBF employees and officers shall complete a declaration of self-assessment and DBS records check relevant to the position held, the DBS should be registered with the update service and will be audited annually. 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.
- 32.9. Members of the IBF Board will have their DBS certificates independently reviewed by the Safeguarding Team. The Board will also review the DBS checks of the Safeguarding Team. All IBF Board Members will (in addition to being DBS checked) must undertake Safeguarding Training at least once during their period of appointment.

## 33 DBS checks

- 33.1. The IBF must comply with the law in determining who needs a check and encourages all people who have frequent and regular contact with young people and adults at risk to be DBS checked.
- 33.2. The IBF requires all people who work in an unsupervised capacity with children on a regular basis i.e. once a week or more, or intensively (4 or more days in a 30 day period or overnight) to undertake an Enhanced DBS Check. This level of check may also be suitable for club volunteers.
- 33.3. Anyone who is working in a 'Regulated Activity' must have an Enhanced Check which includes a check against the Children's Barred List.
- 33.4. Regulated Activity is defined as someone involved in the following:
- Unsupervised teaching/training/instructing
  - Caring for, or supervising children
  - Providing guidance/advice on wellbeing

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- Driving a vehicle only for children
- Happens frequently (once a week or more often)
- Happens intensively (on 4 or more days in a 30-day period, or overnight)
- Works in schools

33.5. In general the following roles are likely to require an Enhanced Check including the barred list

- Coaches
- Club Welfare Officers
- Referees

A flowchart is attached as AppendixN which will assist members in ascertaining whether you need a DBS check.

### 34 DBS Applications

- 34.1. 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.
- 34.2. Any members applying for DBS checks required by the IBF will be expected to sign up to the DBS Update Service and give the IBF permission to view the details online.
- 34.3. Once you have your DBS certificate registered for the online Update Service, contact your Club or Association Safeguarding Officer and the IBF 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 IBF to perform an online check with your details.
- 34.4. As an organisation using the DBS to help assess the suitability of applicants for positions of trust, the IBF 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.
- 34.5. Whilst the IBF 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.
- 34.6. Once a recruitment (or other relevant) decision has been made, the IBF 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.

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34.7. If there are issues with a DBS check, you must contact the IBF Safeguarding Team for further advice and guidance as to next steps.

## 35 Visiting Overseas Instructors

35.1. The IBF 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 vulnerable adults 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.

## 36 The IBF's expectation of affiliated Members

36.1. It is the IBF's Safeguarding Team and Board decision that all affiliated Member Associations will comply with the requirements laid out below by no later than December 2024. Help and support to achieve this is available from the IBF Safeguarding Team and any association who fails to meet this criterion 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 IBF membership being rescinded

36.2. Associations will need to comply with the following:

- Have a Lead Child Protection Officer for the Association Child Protection Officer must not be related to the Chief Instructor as this represents a flagrant Conflict of Interest
- The named person should have their contact details displayed on the official association website (e-mail address and telephone number)
- Lead to attend official Child Protection/Safeguarding training every 3 years provided by the IBF
- Ensure association coaches and instructors are compliant with DBS requirements by keeping and monitoring accurate records
- Have a clear Child Safeguarding policy document in line with the Safeguarding Code in Martial Arts
- "Help available to children" resources are distributed around your clubs and venues (e.g. how to contact ChildLine). This could be in the form of a poster or online links.

36.3. 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 IBF Child Protection Officer who will assist
- The policy must refer to the IBF 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

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## 37 Safeguarding Code In Martial Arts

- 37.1. The Safeguarding Code in Martial Arts has been created to reward martial arts club/organisations and individuals who exercise good safeguarding practice in their delivery. It helps to demonstrate that you work to protect the children, young people and adults that are involved in your activities, as well as those coaches/instructors who are working with them.
- 37.2. The Safeguarding Code in Martial Arts "mark" has been created so that parents/carers and educational establishments can clearly identify who has successfully signed up to the Safeguarding Code. Those who have been awarded the "mark" can use the logo on their promotional material (inc website, social media), their governing documents, policies and procedures, as well as their official stationery.
- 37.3. The IBF expects that all Associations achieve this 'mark'. Support to achieve this will be given by the IBF Safeguarding Team.

## 38 Safeguarding and Data Protection

- 38.1. The UK has left the European Union (EU) however General Data Protection Regulations (GDPR) remain. The IBF is also beholden to the Data Protection Act 2018 (DPA 2018). The provisions of the EU GDPR have been incorporated directly into UK law under this Act.
- 38.2. A significant element of DPA 2018 is informing people why an organisation wishes to collect for what purpose. Therefore, when the IBF asks for DBS checks of instructors, the reasons for collecting this data should be made clear to those being asked to provide evidence. By being open and honest about what data is being stored and what the purpose of storing this data is therefore provides an opportunity for informed consent. This allows people to decide as to accept or decline providing data.
- 38.3. One of the key purposes of DPA 2018 is to enhance the rights of an individual to restrict the processing of their data. However, given it is a precondition that the IBF need to be assured of robust DBS management any failure to comply with such requests may hinder continued membership.
- 38.4. DPA 2018 accountability is not solely directed at one person rather the accountability rests with anyone who is collecting, managing and/or storing information. Crucially, this rule is applicable not just to data controllers (person charged with overall responsibility of the management of data) but also to data processors. Data processors can be volunteers, staff members or external parties which includes a website host or data storage company
- 38.5. Within a child specific context, there are extra protections which need to be applied when processing and managing data. This will usually involve parental or guardian consent but additionally, any data capturing statements produced for children should be easy to understand with simple language used where possible.
- 38.6. Any personal data which is gathered should be used for the primary purpose only, unless further consent has been granted from the persons in question for supplementary

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purposes. This includes any transferring of the data to another party. Any failure to obtain consent for a secondary purpose will constitute a breach of DPA 2018.

- 38.7. Further information on DPA 2018 and how it affects IBF practices can be found by accessing the dedicated Information Governance Policy through the website.
- 38.8. Data which is gathered by the IBF Safeguarding team which is of a sensitive nature is different.
- 38.9. To process data without following the explicit consent processes previously mentioned, it is imperative that the IBF is able to clearly articulate which lawful basis – as documented under Article 6 of GDPR regulations- is being applied especially when sharing confidential data with other agencies following accusations of child abuse in all its manifestations.
- 38.10. Information of this nature should only be shared between appropriate agencies and should conform to the following requirements:
- Data should be relevant and have a rational link to the purpose
  - Limited to the pertinent details of the accusation (not all information held about said individual)
  - Be adequate and sufficient in order to fulfil the purpose of sharing information
  - Only be shared with those who need all or some of the information
  - Have a specific need to be shared at the time
- 38.11. Under the Act it documents the individual's right to be informed of what data is being collected and for what purpose. Genuine consent puts the individual in charge and helps build collaborative professional relationships. However, after having risk assessed a victim of abuse and deemed them to be at risk of serious harm or homicide then the IBF is duty bound by existing legislation to share this information and no individual consent is required. If as required by UK law (DPA) data will be processed regardless of consent, then asking for consent is both misleading and inherently unfair.
- 38.12. Similarly, the Act also documents legitimate interests as a lawful basis for processing data without informed consent. When relying on legitimate interests for the sharing of information this should be balanced against the interests and fundamental rights of the child involved. In summary, when dealing with accusations of abuse, there are justifiable moral and legal reasons why the IBF will share the data with other appropriate agencies.
- 38.13. Documented below is a detailed breakdown of the lawful basis and legal grounds for sharing information with specific emphasis on those which would apply to the IBF Safeguarding team.
- Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations)
  - Vital interests: the processing is necessary to protect someone's life
  - Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
  - Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the

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individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

38.14. The main grounds in UK legislation for the requirement to share information with specific emphasis on Child Safeguarding include:

Requirement	Law
Child protection. Disclosure to Children's Social Care or the Police	Children Act 1989 and 2004
For the administration of justice – bringing perpetrators of crimes to justice	Part 3 and Schedule 8 of the Data Protection Act 2018
Prevention and detection of crimes	Section 115 of the Crime and Disorder Act 1998
Right to life	Articles 2 and 3 of the Human Rights Act
Protection of vital interests of the data subject e.g. prevention of serious harm (psychological, physical or sexual)	Section 8 of DPA 2018
Prevention of acts of terrorism or joining banned organisations	Counter Terrorism and Security Act 2015

38.15. For further advice and guidance on DPA 2018 and its implications for safeguarding and its use within sporting organisations, please refer to the Information Commissioners Office. Appendix K details a flowchart to aid the application of this policy.

## 39 Changes to policy

- 39.1. The IBF 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 IBF website.
- 39.2. The policy will be reviewed annually by the IBF LCPO before validation at the IBF Safeguarding Committee and ratification at the Board of Directors meeting.
- 39.3. There are circumstances in which the policy will be reviewed earlier than the schedule time period. These include:
- Any changes in legislation or government guidance
  - As a consequence of a significant event/incident
  - As instructed by the European Martial Arts Federation, World Martial Arts Federation, Sport England or other relevant bodies

## 40 34 and Attachments

Appendix	Title
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40 34 and Attachments	
Appendix	Title
A	IBF Committee and Meeting Structure Organogram
B	IBF Safeguarding Committee Terms of Reference
C	IBF Incident Reporting Form
D	Child Safety and Welfare Concern Flowchart 1
E	Child Safety and Welfare Concern Flowchart 2
F	Prevent reporting flowchart
G	FGM reporting flowchart
H	Parental Consent Form – Photography
I	DBS Flowchart
J	Job Description for Association Child Safeguarding Officers
K	Information Sharing flowchart
L	Monitoring Compliance
M	Values and Behaviours Framework
N	Equality Impact Assessment

#### Other relevant/associated documents

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

Title
IBF Whistleblowing Policy
IBF Disciplinary and Legal Commission Policy
IBF Photography and Videoing Policy
IBF Information Governance Policy
IBF Equality, Diversity and Inclusion Policy
IBF Recruitment Policy
IBF Transgender and Transsexual Inclusion Policy
IBF Equality Impact Assessment Toolkit
IBF Social Media Policy
IBF Adults at Risk Policy
IBF Code of Conduct Policy
IBF Guidance on Discipline Code
IBF Discipline Code
IBF Hearing Impairment Coaching Guide
IBF Down's Syndrome Coaching Guide
IBF Autism Coaching Guide
IBF Visual Impairment Coaching Guide
IBF Wheelchair User Coaching Guide
IBF Inclusive Competition Guide

#### 41 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	Children Act 1989 and 2004

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2	Part 3 and Schedule 8 of the Data Protection Act 2018
3	Section 115 of the Crime and Disorder Act 1998
4	Articles 2 and 3 of the Human Rights Act
5	Section 8 of DPA 2018
6	Counter Terrorism and Security Act 2015
7	Safeguarding Code in Martial Arts
8	NSPCC CPSU Safeguarding Checklist
9	Sport England A Code for Sports Governance

## 42 Definitions/Glossary of Terms

Abbreviation or Term	Definition
Physical abuse	This includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol.
Emotional abuse	This includes being called names all the time, being threatened or being shouted at or made to feel small. Bullying is also a form of emotional abuse. Bullying includes hitting or threatening a child with violence, taking their things, calling them names or insulting them, making them do things they won't want to do, and deliberately humiliating or ignoring them.
Sexual abuse	This includes being touched in a way you don't like by an adult or young person, being forced to have sex, or being made to look at sexual pictures or videos. For some disabled children, it includes if a person helping them to use the toilet touched them more than was needed.
Neglect	Is when a child is not looked after properly, including having no place to stay, or not enough food to eat, or clothes to keep them warm. It also includes if the child is not given medical care when they need it, including medication. For some disabled children, it could include if their carer took away the things they needed for everyday life - like their wheelchair or communication board. Or not helping a disabled child who needed help using the toilet.
FGM	Female Genital Mutilation. Traditional, harmful practice that involves the partial or total removal of external female genitalia or other injury to female genital organs for non-medical reasons
PREVENT	A governmental strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes.
Breast Flattening/Ironing	Harmful procedure which involves flattening a girl's chest with a hot stone or other objects to delay breast growth.
DBS checks	Disclosure and Barring Service check, A search which can allow employers to see if a person is a suitable person based upon criminal records and other key background checks.
LGBTQ+	Overarching term used for the lesbian, gay, bi-sexual, transgender and queer communities.
Safeguarding	Broad-ranging term used to denote measures to protect the health, wellbeing and human rights of individuals, ensuring they are free from abuse, harm and neglect.
Consultation	Who is consulted/asked to contribute to the document development
Policy	A policy is a statement of what the IBF must do and the principle

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42 Definitions/Glossary of Terms	
	upon which it will act to carry out its responsibilities in relation to an activity i.e. what we have to do
Validation	The first formal approval by an expert Committee/Manager
Ratification	The second and final approval of documents within the IBF.

43 Distribution and Communication Plan	
Dissemination lead:	Lead Child Protection Officer
Previous document already being used?	Yes
If yes, in what format and where?	Website and previously e-mailed out to Heads of Association
Proposed action to retrieve out-of-date copies of the document:	Replace documents on the website and re-circulate revised policy
<b>To be disseminated to:</b>	IBF Directors, Safeguarding Team, Coaches and all other relevant personnel. Heads of Association to receive report along with Association Child Protection Officers with advice to disseminate within own organisations.
Proposed actions to communicate the document contents	Website upload and social media launch. At next squad session, parents and junior athletes will be made aware that the new policy is live and how to access.

44 Training		
Is training required to be given due to the introduction of this procedural document? <b>No</b> If 'Yes', training is shown below:		
Action by	Action required	To be completed (date)
Lead Child Protection Officer	Provide safeguarding children and Adults at Risk training to the Board of Directors, Coaches and all other relevant IBF staff	Annually – September 2023
IBF Safeguarding Team	Provide safeguarding training for all IBF Association Safeguarding Officers.	Ongoing throughout the year accounting for turnover and new Associations joining. Minimum 3 yearly IBF wide training.

45 Amendment history and version control				
Version	Date of	Page/Selection	Description of Change	Review
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No.	Issue	Changed		Date
1.0	May 2024	New document	N.A	May 2027
2.0	June 2024	Multiple	Administrative changes to policy including insertion of version control. Equality Impact Assessment and Document Development Checklist. Safeguarding areas previously omitted now included. These areas are: <ul style="list-style-type: none"> <li>• PREVENT section with flowchart to assist with escalation of concerns</li> <li>• FGM (including breast flattening)</li> <li>• Guidance on overnight stays and competition</li> </ul>	June 2027
2.1	April 2024	Minor amendments	Update of contact details. Inclusion of required audit timelines of all IBF employees.	April 2027
3.0	June 2024	Multiple changes	<p>Inclusion of IBF Committee and Meeting Organogram detailing where Safeguarding is represented.</p> <p>IBF Terms of Reference produced and added to policy as an appendix.</p> <p>Further information on DBS check requirements added including flowchart as an additional appendix.</p> <p>Inclusion of preventing abuse in positions of trust in-line with amendments to English law in June 2022.</p> <p>Additional flowchart added to aide members in deciding on information sharing requirements and legality</p> <p>Administrative changes including making sentences more concise. Other administrative changes include formatting of policy in line with new IBF Document Control Policy.</p> <p>Additional information added re: members with additional needs with IBF Coaching Guides linked.</p> <p>Additions to reference Social Media</p>	June 2025

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			guidance, transgender and transsexual members and volunteers.	
			The above list is not exhaustive	

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

### IBF LEAD CHILD PROTECTION OFFICER

Job Title: IBF Lead Children Protection Officer

Reporting to: IBF 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: IBF President

#### Job overview:

The IBF 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 LCPO will act as the designated person within the IBF with primary responsibility for handling and reporting concerns about children.

#### Generic Duties:

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

#### Main Duties:

- To fulfil the duties of the LCPO in relation to IBF'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 for all Martial Arts activities within the IBF'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.

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- 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 IBF whether paid or unpaid and inform the individuals and their line manager when they need to update their training or compliance documentation.
- To support all department leads (including Directors and Coaches) to understand their Safeguarding responsibilities, and to create a positive child-centred environment.
- To provide and / or facilitate annual safeguarding training for Board Directors, and wider relevant IBF staff/volunteers.
- To support the IBF network of Associations and Clubs, Safeguarding Officers and the wider Martial Arts community to ensure positive wider education and that compliance standards are achieved and maintained.
- Play a leading role in developing and establishing the IBF's approach and implementation plan to safeguarding children and young people
- Manage cases of poor practice and abuse reported to the IBF with IBF Safeguarding Officers and Association IBF Safeguarding Officers
- Overall responsibility for managing referrals to social-case services, the police, Local Authority Designated Officers and other relevant agencies.
- Act as the IBF's central point of contact for internal and external individuals and agencies
- Represent the IBF at any panels convened by relevant agencies and present cases as required
- Represent the IBF at Safeguarding in Martial Arts meetings
- Co-ordinate the dissemination of the IBF Safeguarding Children Policy throughout the organisation
- Provide advice and support to IBF 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 IBF.
- 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
- To provide a report to the Board of Directors from all IBF Safeguarding Committee meetings utilising the IBF'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 IBF policy and guidance; and Associations know how to access them.
- To support clubs in ensuring people in required roles have IBF DBS checks
- To be the lead person for the IBF in supporting Associations and Clubs to ensure clubs have appropriate safeguarding procedures In place
- To develop IBF 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 IBF President.

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## Person Specification

Requirements	How will criteria be assessed? Application/Test/Interview/References				
	Essential/ Desirable	A	T	I	R
<b>Knowledge and Qualifications</b>					
Understanding of the IBF's role and responsibilities to safeguard the welfare of children and young people, including IBF 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
<b>Experience</b>					
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.	E	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
<b>Skills and Abilities</b>					
Ability to manage and work with IBF 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
<b>Personal qualities</b>					
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	
<b>Other requirements</b>					
The role will include evening and weekend work, so	E	X		X	

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ability to work unsociable hours is essential.					
An Enhanced IBF 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 IBF President.

Closing date for application is **INSERT HERE** with interviews being held w/c **INSERT HERE**.

The IBF 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 IBF 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 - IBF Safeguarding Officer Job Description and Person Specification

### IBF SAFEGUARDING OFFICER

**Job Title:** IBF Safeguarding Officer

**Reporting to:** Lead Child 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 Child Protection Officer and IBF President

#### Job overview:

The IBF is committed to safeguarding and promoting the welfare of children and adults at risk in the sport. Everyone involved in Martial Arts 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 IBF 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 Child Protection Officer in the delivery of the IBF Safeguarding agenda
- Comply with the individual's responsibilities as laid out in the IBF policies, predominantly the Safeguarding Children Policy, Risk Management, Equality, Diversity and Inclusion, Whistleblowing, Conflicts of Interest and Information Governance policies

#### Main Duties:

- To be a key member of the IBF Safeguarding Committee
- Be a point of reference for expert advice and guidance for IBF Association Safeguarding Leads
- Sit on the Safeguarding Committee, and represent Safeguarding at other relevant IBF 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 IBF’s role and responsibilities to safeguard the welfare of children and young people, including IBF 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		
An Enhanced IBF DBS check with Children’s Barred List check is required for this role.	E	X		X		

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## To Apply

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

Closing date for application is **INSERT HERE** with interviews being held w/c **INSERT HERE**.

The IBF 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 IBF 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 – IBF Committee and Meeting Structure Organogram

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## Appendix D – Job Description for Association Child Safeguarding Officers

### JOB DESCRIPTION FOR ASSOCIATION CHILD SAFEGUARDING OFFICERS

#### About the role

The person within a Martial Arts organisation or club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the club in accordance with IBF policy.

#### Job Description

Work collaboratively with others to promote a positive child-centred environment

Assist in ensuring the Association/club meets its requirements to the IBF

Act as a point of contact for staff, volunteers, coaches, parents and athletes to raise concerns

Liaise with the IBF 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 protection and safeguarding and the difference between the two

Basic knowledge of the roles and responsibilities of statutory agencies (children's 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 IBF for Association Safeguarding Officers.

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International Budo Federation (IBF) Safeguarding Committee Terms of Reference	
<b>Title:</b>	IBF Safeguarding Committee
<b>Date approved and approving body:</b>	Reviewed at the IBF Safeguarding Committee and ratified by the IBF Board of Directors meeting.
<b>Constitution and establishment:</b>	The Safeguarding Committee has been constituted under the authority of the IBF Board of Directors meeting.
<b>Accountability:</b>	This meeting has been established by the IBF 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.
<b>Purpose:</b>	<p>The Safeguarding Committee's purpose shall be:</p> <p>To advise others within the IBF about actions they may need to take, such as initiating disciplinary procedures.</p> <p>To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.</p> <p>Review compliance against the IBF's policies and recommend supportive action or disciplinary action where required</p> <p>To gather evidence as to the effectiveness of safeguarding arrangements within the IBF (as a national governing body and within Associations)</p> <p>Review DBS checks for all appointees and undertake spot check audits as per safeguarding policy</p> <p>To co-ordinate learning and improvement safeguarding activity by identifying strengths and weaknesses in safeguarding practice within the IBF. 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> <p>The Committee is also authorised by the IBF Board of Directors to:</p> <p>Investigate any activity within its Terms of Reference</p> <p>Validate policies and procedures for which it has responsibility (either directly or indirectly)</p> <p>Promote an enquiring and learning organisation and culture which is open and transparent</p>
<b>Membership:</b>	<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 Child Protection Officer for the IBF acts as the Chair of this Group. The Vice-Chair will be deputised by the Director of Compliance and Assurance.</p>

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	<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 IBF 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> <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 IBF 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>
<b>Responsibility of Members and Attendees</b>	<p>Members of the group have a responsibility to:</p> <p>Attend meetings having read all the papers beforehand and as appropriate: Act as 'champions', disseminating information and good practice as appropriate;</p> <p>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;</p> <p>When matters are discussed in confidence at the meeting, to maintain such confidences;</p> <p>Declare any conflicts of interest/potential conflicts of interest in accordance with IBF policy</p>
<b>Quorum:</b>	<p>A Quorum will comprise:</p> <p>Chair or Vice-Chair</p> <p>2 of the Safeguarding Officers</p> <p>1 IBF Director</p> <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>
<b>Reporting sub-groups:</b>	<p>The IBF Safeguarding Committee meeting may, at the discretion of the IBF Board, establish sub-groups as required.</p> <p>The IBF Safeguarding Committee will report directly to the IBF 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 IBF Committees as required.</p>

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<b>Communication:</b>	<p>The Safeguarding administrator will be responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that an annual schedule of meetings is in place and that invitation are issued</li> <li>• Preparing the agenda for the meeting on behalf of the Chair</li> <li>• Collating and circulating the papers</li> <li>• Taking the minutes of the meeting and circulating these to members</li> <li>• Maintaining and updating the action log</li> </ul> <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>
<b>Frequency of meetings:</b>	The IBF 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 IBF Board of Directors meeting.
<b>Agenda and notes/ action points:</b>	<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>
<b>Attendance at meetings:</b>	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.
<b>Meeting Conduct and Effectiveness</b>	<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>
<b>Decision Making</b>	<p>The IBF 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</p>

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	<p>vote using a show of hands, provided that nothing in the way the business is conducted is prohibited by rules and regulations of the IBF 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>
<b>Reporting Responsibilities:</b>	The meeting will report to the IBF 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.
<b>Review:</b>	<p>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.</p> <p>These Terms of Reference will be reviewed in January2025.</p>
<b>ID No:</b>	SFG/TOR/001
<b>Version Number:</b>	1.0
<b>Author /Contact:</b>	Lead Child Protection Officer

International Budo Federation (IBF) Safeguarding Committee Terms of Reference

<b>Title:</b>	IBF Safeguarding Committee
<b>Approval bodies</b>	Reviewed at the IBF Safeguarding Committee and ratified by the IBF Board of Directors meeting.
<b>Constitution, establishment and accountability</b>	This meeting has been established by the IBF Safeguarding Committee and IBF Board of Directors to review individual safeguarding cases for both children and adults at risk.
<b>Purpose:</b>	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
<b>Duties</b>	<p>In particular and without limiting that responsibility, the Case Management Group shall:</p> <p>Inform the appropriate statutory agency (the police and/or the Local Authority Children's Social Care Department) where a report is made relating to concerns about suspected or actual abuse of a child/young person, and to comply with any directions or requirements they may make regarding the case.</p> <p>Give direction where appropriate to the Safeguarding/Child Protection team (or officer) as to the level of cases - as high risk, medium risk or low risk.</p> <p>Give direction where appropriate as to the level at which a case is to be managed.</p> <p>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.</p> <p>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</p> <p>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 national level through disciplinary procedures. These initial decisions will be taken within 7 days of the initial report.</p> <p>Analyse any reports commissioned and determine whether any further actions are required.</p> <p>Make initial decisions regarding risk from the information received and determine how such risks are to be managed.</p> <p>Monitor and review the progress on all cases and identify any trends</p>

	<p>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 IBF Recruitment Policy. Any disclosures which contain “non-conviction information” should be considered by the Case Management Group</p> <p>Advise generally on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols.</p> <p>Advise on referrals of individuals to the Disclosure and Barring Service</p>
<b>Membership:</b>	<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 Child Protection Officer for the IBF 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 IBF Safeguarding Officer.</p>
<b>Responsibility of Members and Attendees</b>	<p>Members of the group have a responsibility to:</p> <ul style="list-style-type: none"> <li>• Attend meetings having read all the papers beforehand and as appropriate;</li> <li>• 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;</li> </ul>
<b>Quorum:</b>	<p>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.</p>
<b>Reporting sub-groups:</b>	<p>There are no reporting sub-groups for the meeting.</p>
<b>Communication:</b>	<p>The Safeguarding administrator will be responsible for:</p> <ul style="list-style-type: none"> <li>• Preparing the agenda for the meeting on behalf of the Chair</li> <li>• Collating and circulating the papers</li> <li>• Taking the minutes of the meeting and circulating these to members</li> <li>• Maintaining and updating the action log</li> </ul> <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>

<b>Frequency of meetings:</b>	The frequency of the meetings will vary dependent on the number and timings of incidents/cases for review.
<b>Agenda and notes/ action points:</b>	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.
<b>Attendance at meetings:</b>	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.
<b>Meeting Conduct and Effectiveness</b>	<p>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 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 IBF Conflicts of Interest Policy.</p>
<b>Decision Making</b>	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.
<b>Reporting Responsibilities:</b>	The meeting will report to the IBF 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.
<b>Review:</b>	<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 2025.</p>

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<b>Author /Contact:</b>	Lead Child Protection Officer

## Appendix G – Incident reporting form

### Child Protection Safeguarding Incident Form

Your name		Name of organisation	
Your role			
Your contact details:			
Address		Telephone number(s)	
Postcode		E-mail address	
Child's details:			
Name		Date of birth	
Ethnic origin		Does the child have a disability?	
Gender			

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<b>Parent/Guardian details:</b>			
Address		Telephone number(s)	
Postcode		E-mail address	
Has the parent/guardian been notified of this incident?		YES/NO (please delete as appropriate)	
If 'Yes' provide details of what was said and any actions agreed			
Are you reporting your own concerns or responding on behalf of somebody else?		Own concerns/Somebody else (please delete as appropriate)	
If responding to concerns raised by someone else: <i>Please provide further information below</i>			
Name			
Position within the sport or relationship to the child			
Telephone number(s)			
E-mail address			
Date and time of incident(s)			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as a fact, opinion or hearsay)			
<b>Child's account of the incident</b>			
Where there any witness accounts of the incident?		YES/NO (please delete as appropriate)	
If 'Yes' please answer below supplementary questions			
Name			
Position within the club or relationship to the child			

Date of birth (if child)	
Address	
Postcode	
Telephone number(s)	
E-mail address	

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:	
Name	
Position within the club or relationship to the child	
Date of birth (if child)	
Address	
Postcode	
Telephone number(s)	
Email address	
Please provide details of action taken to date:	
Has the incident been reported to any external agencies?	YES/NO (please delete as appropriate)
If YES please provide further details:	
Name of organisation/agency	
Contact person	
Telephone number(s)	
Email address	
Agreed action or advice given	





<b>Your Signature:</b>		<b>Print name:</b>	
<b>Date:</b>			






**Contact your organisation's Designated Safeguarding Officer in line with reporting procedures.**




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## Appendix H – Useful links for further information and support

Organisation	Additional information	Contact details/Access
	<p>The <b>NSPCC</b> can help you report your concern and provide advice and support on their free 24/7 adult helpline by phone, text or online</p> <p>Talk PANTS and Join Pantosaurus are simple conversations which can be had to keep your child safe from abuse.</p> <p>The NSPCC has launched a PANTS song and animation to help protect children from sexual abuse.</p> <p><u>NSPCC Share Aware Campaign</u> - a range of resources, including Net Aware, a simple NSPCC guide to the social networks, sites and apps children use – as rated by parents and young people themselves.</p>	<p>Phone <b>0808 800 5000</b></p> <p>Email <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p> <p><a href="http://www.nspcc.org.uk/what-you-can-do/report-abuse/">http://www.nspcc.org.uk/what-you-can-do/report-abuse/</a></p> <p><u>Talk PANTS &amp; Join Pantosaurus - The Underwear Rule   NSPCC</u></p> <p><u>Safeguarding LGBTQ+ children and young people   NSPCC Learning</u></p>
 <p>Child Protection in Sport Unit</p>	<p>Sporting specific advice and guidance, including templates and checklists which organisations can use to ensure compliance.</p>	<p><a href="http://the cpsu.org.uk">NSPCC Child Protection in Sport Unit   CPSU (the cpsu.org.uk)</a></p> <p>Tel: <a href="tel:01163665580">0116 366 5580</a></p> <p>Email: <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a></p> <p>Twitter: <a href="https://twitter.com/TheCPSU">@TheCPSU</a></p> <p>Address:</p> <p>Child Protection in Sport Unit NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ</p>

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 <p>IN MARTIAL ARTS</p>	<p>Organisation responsible for awarding the Safeguarding Code in Martial Arts accreditation. This is in conjunction with Sport England.</p>	<p>XXXX</p>
	<p>National service providing young people with a means of reporting CSE through a free, 24/7, anonymous helpline. This service will not replace existing local services or existing helpline or service provision, but may generate additional information about exploitation in your area. 'Say Something' helpline - Call or Text 116000</p>	<p>'Say Something' helpline – Call or Text 116000</p>
	<p>Pace have launched an interactive online information package for parents on the signs of child sexual exploitation - This free tool is designed to equip parents with the information and knowledge to safeguard children from this abuse.</p>	<p>0113 240 3040  <a href="#">Parents Against Child Exploitation (Pace) UK (paceuk.info)</a></p>
	<p>Provides a range of resources for coaches including online e-learning courses to develop knowledge and understanding of safeguard matters pertaining to a sports environment.</p>	<p><a href="#">Safeguarding Courses and Resources at UK Coaching - UK Coaching</a></p>
	<p>Anti-bullying advice and guidance for parents.</p>	<p><a href="#">Bullying advice for parents   Bullying UK   Family Lives</a></p>

		0808 800 2222
	The UK Safer Internet Centre shares tips, guides and resources for parents and carers to help keep children to stay safe online.	<u>UK Safer Internet Centre</u>
	<u>National Self-harm Network</u> <sup>[2]</sup> - Support, advice and advocacy services to people affected by self harm.	<u>The NSHN Forum</u>
	<u>YoungMinds</u> <sup>[2]</sup> - Information for parents and carers about mental health and emotional wellbeing.	<u>YoungMinds   Mental Health Charity For Children And Young People   YoungMinds</u>  Text YM to 85258 for free, 24/7 support.

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## Appendix i – PREVENT reporting flowchart

### Escalation and Referral Process for Preventing Radicalisation of Children and Young People



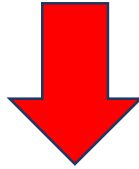
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## Appendix J – FGM Reporting Flowchart

You have concerns re: FGM

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

A parent or guardian disclosed that their child has had FGM or you consider that a girl may be at risk of FGM

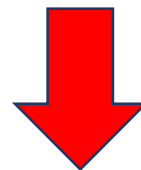


You have an obligation to:

- Report an incident/concern to your Association Child Protection Officer and EKF Safeguarding Team
- Ring the police on 101

You have an obligation to:

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

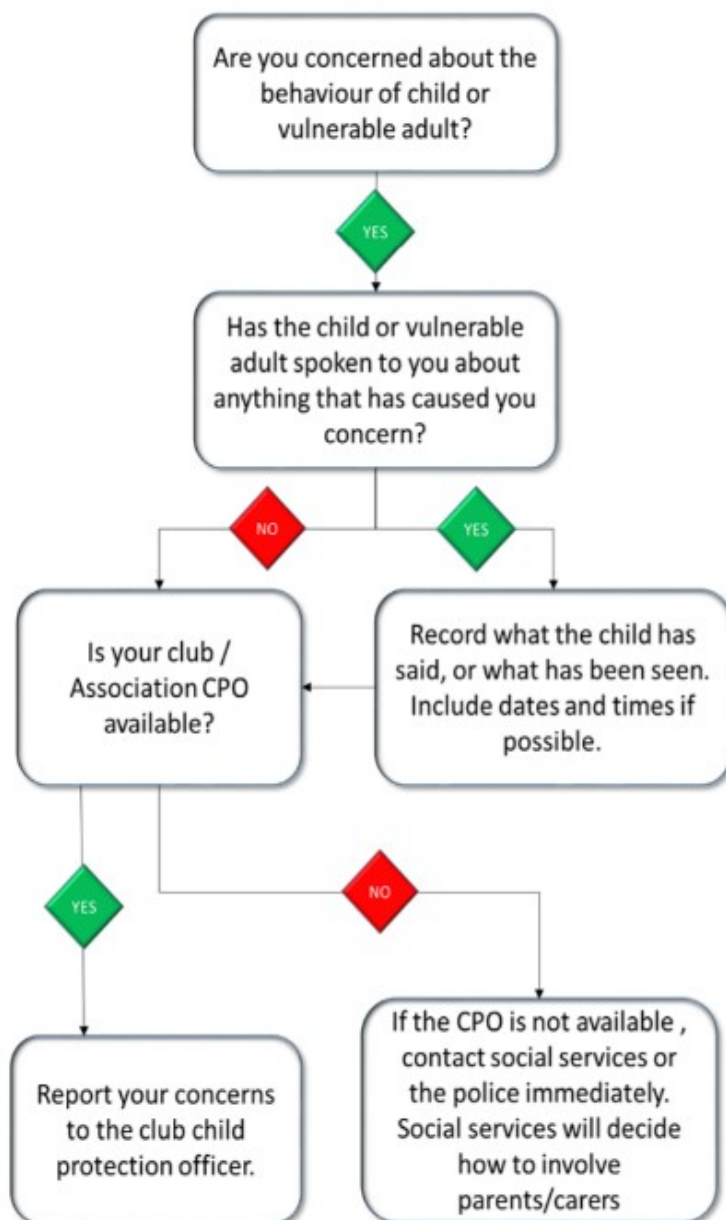


The responsible Child Protection Officer will then follow local safeguarding procedures and refer the child to children's social care as a matter of urgency

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## Appendix K - Child Safety and Welfare Concern Flowchart 1

Flow chart of action to take if there are concerns about a child's safety or welfare The following action should be taken if there are concerns:

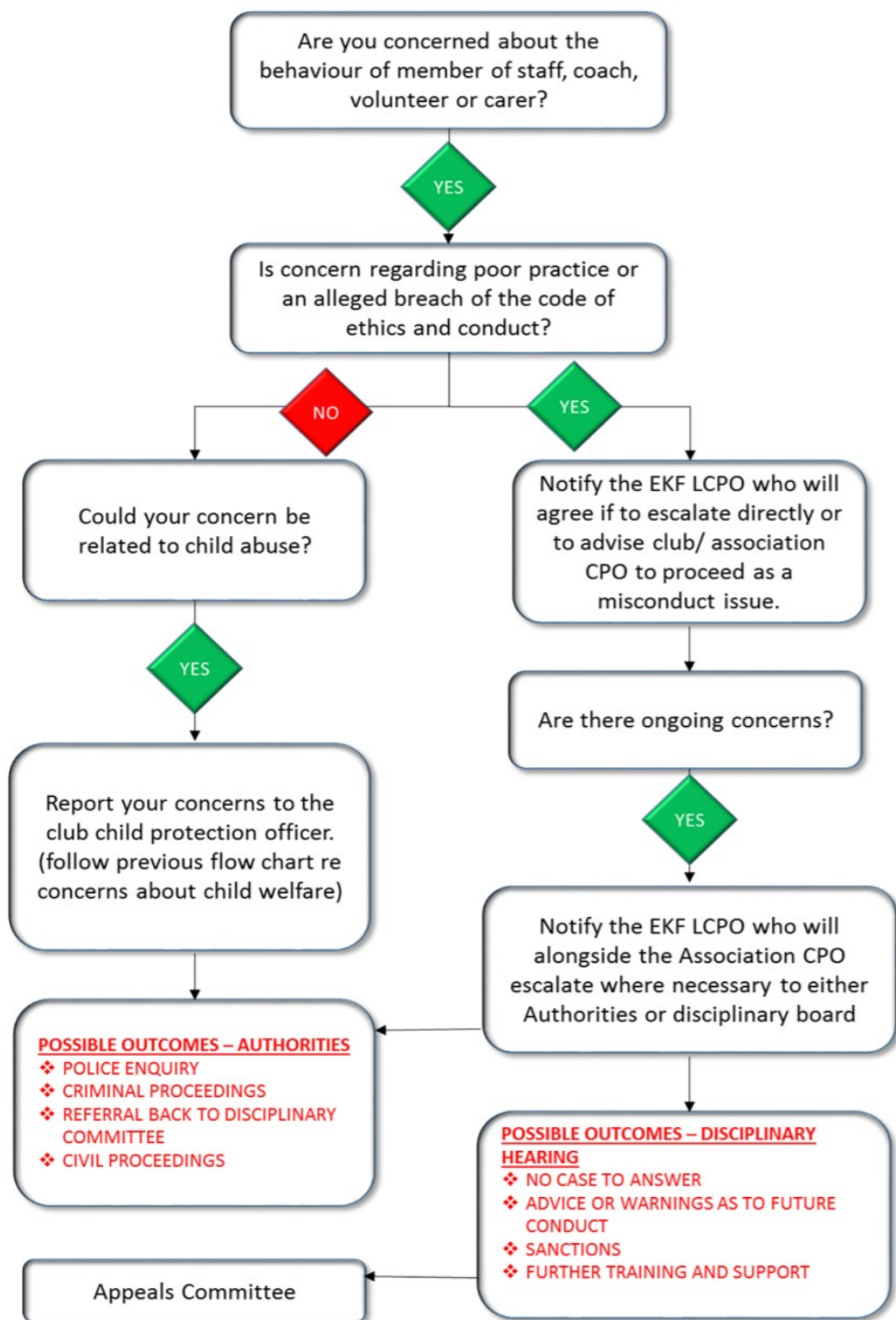


Club/Association Child Protection/Safeguarding Officer should always inform the IBF Lead Child Protection Officer on the appropriate form within 24 hours of receiving a concern.

## Appendix L – Child Safety and Welfare Concern Flowchart 2

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Flow chart of action to take if there are concerns about staff, a coach or carers conduct The following action should be taken if there are concerns (cont.):





## Appendix M – Parental Consent Form – Photography

### Photography and filming consent form

In accordance with IBF Safeguarding policies, we will not permit photographs, video or other images of young people or Adults at Risk to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer.

(If the child is over 16, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)

The IBF will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

<b>Name</b>		<b>Age</b>	
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#### Declaration of consent –aged 16 or over

Please tick each box (or strike out what you do not consent to), then sign this form.


- ☐ I give permission for my photograph to be used within the club for display purposes.
- ☐ I give permission for my photograph to be used within other printed publications.
- ☐ I give permission for my photograph to be used on the club's website.
- ☐ I give permission for my photograph to be used on the club's social media pages.
- ☐ I give permission for video of me to be used on the club's website.
- ☐ I give permission for video of me to be used on the club's social media pages.
- ☐ I give permission for video of me to be used for training or analysis purposes.

<b>Signature</b>		<b>Today's date</b>	
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#### Declaration of consent – parent / carer of child under 16

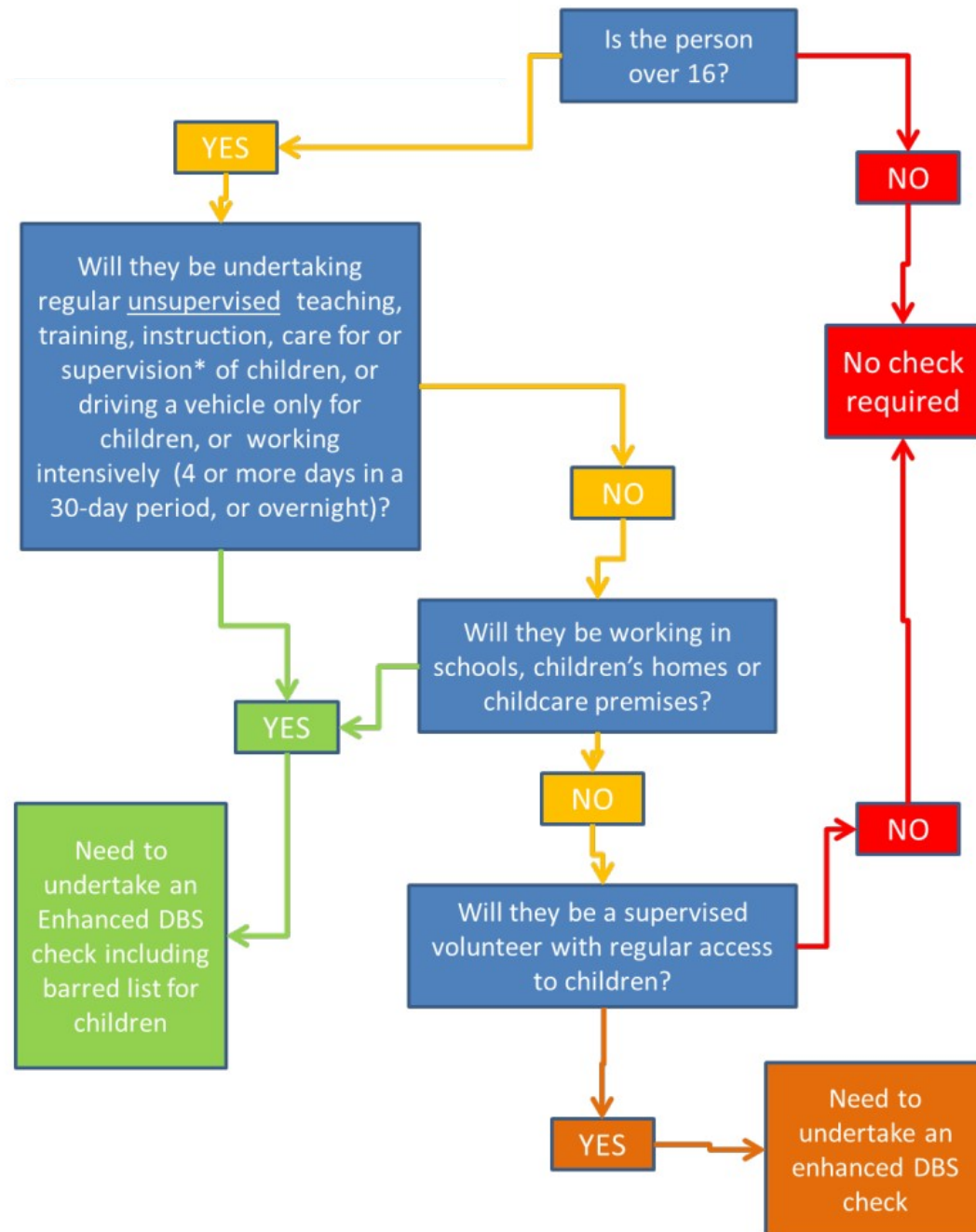
Please tick each box (or strike out what you do not consent to), then sign this form.

- ☐ I give permission for my child's photograph to be used within the club for display purposes.
- ☐ I give permission for my child's photograph to be used within other printed publications.
- ☐ I give permission for my child's photograph to be used on the club's website.
- ☐ I give permission for my child's photograph to be used on the club's social media pages.
- ☐ I give permission for video of my child to be used on the club's website.
- ☐ I give permission for video of my child to be used on the club's social media pages.
- ☐ I give permission for video of my child to be used for training or analysis purposes.
- ☐ I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.

<b>Signature</b>		<b>Today's date</b>	
<b>Print name</b>			

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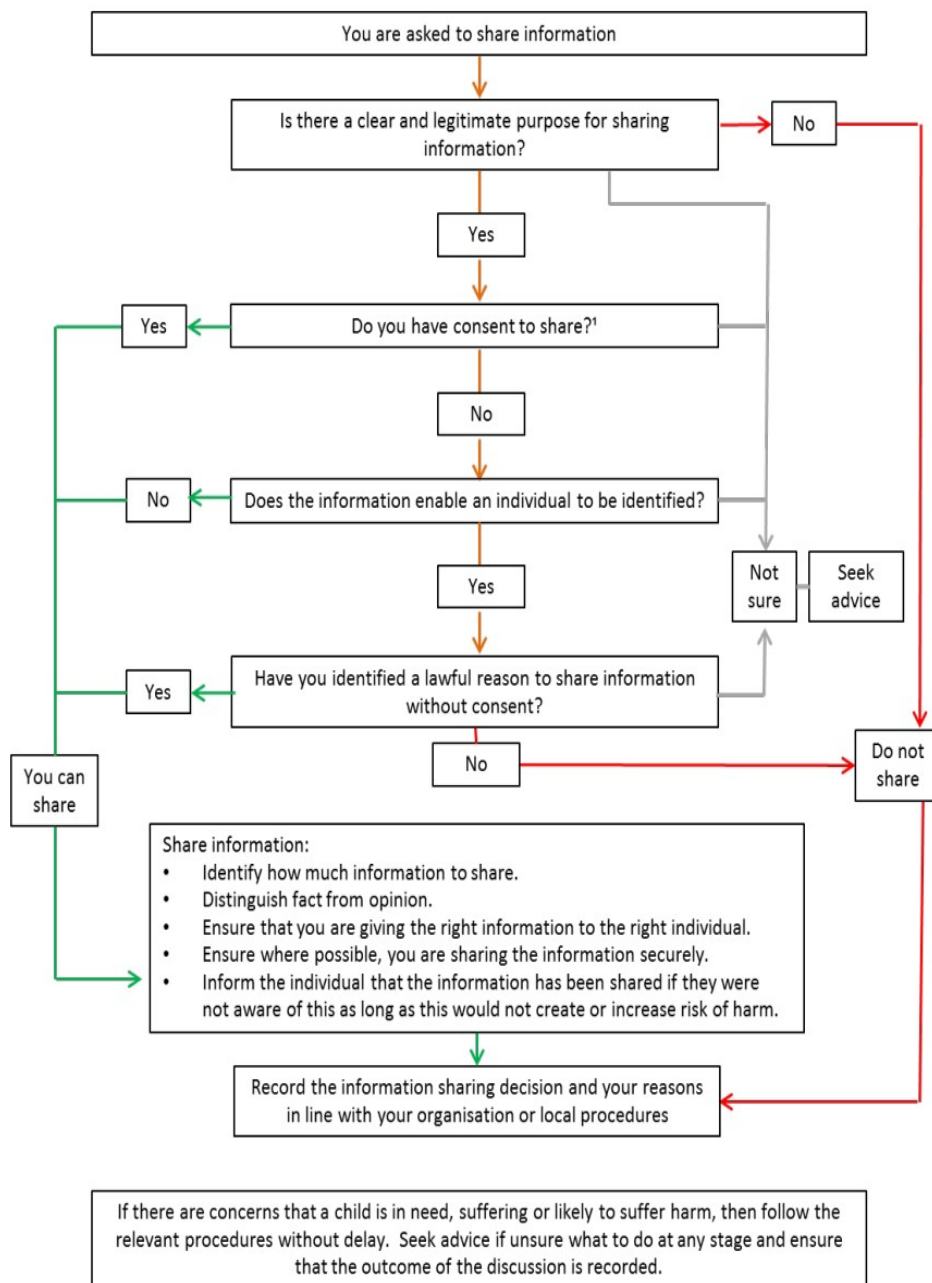
## Appendix N– DBS Flowchart



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## Appendix O – Information sharing flowchart

OBJ



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

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## Appendix P: Monitoring Compliance

Section to be monitored	Methodology (incl. data source)	Frequency	Reviewed by	Group / Committee to be escalated to (if applicable)
DBS checks for IBF staff, coaches and other relevant personnel	Audit to be undertaken by IBF Safeguarding Team	Upon appointment and then annual review	Safeguarding Committee	Board of Directors
DBS checks for Association personnel	Audit to be undertaken by IBF Safeguarding Team	Monthly (rolling schedule)	Safeguarding Committee	Board of Directors
IBF's expectations to comply with the policy by end of December 2024 and thus automatically fulfilling the criteria for Safeguarding Code in Martial Arts	Audit of Associations	Annual	Safeguarding Committee	Board of Directors
Training for IBF personnel	Review of training records/compliance and induction paperwork	3 months after appointment	Safeguarding Committee	IBF 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 Q: Values and Behaviours Framework

To help create a great place to work, volunteer and a great place to undertake Martial Arts, it is essential that IBF 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 IBF 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 R: Equality & Diversity Impact Assessment Tool



### Equality Impact Assessment Form

Department/Function	Safeguarding
Lead Assessor	Lead Child Protection Officer
What is being assessed?	Safeguarding Children Policy
Date of assessment	June 2024

#### 1) What is the impact on the following protected characteristics/groups?

	<b>Positive:</b>	<b>Negative:</b>	<b>Neutral:</b>
	<ul style="list-style-type: none"> <li>➤ Advance Equality of opportunity</li> <li>➤ Foster good relations between different groups</li> <li>➤ Address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unlawful discrimination / harassment / victimisation</li> <li>➤ Failure to address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
<b>Equality Groups</b>	<b>Impact (Positive / Negative / Neutral)</b>	<b>Comments</b>	
<b>Race</b> (All ethnic groups)	Positive	<ul style="list-style-type: none"> <li>➤ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➤ Is any impact identified intended or legal?</li> </ul> Provides specific advice and guidance surrounding protected characteristic	
<b>Disability</b> (Including physical and mental impairments)	Positive	As above	
<b>Sex</b>	Positive	Actively promotes violence against women and girls with championing of WKF scheme and includes specific reference to FGM and breast flattening/ironing	
<b>Gender reassignment</b>	Positive	Provides specific advice and guidance surrounding protected characteristic	
<b>Religion or Belief</b>	Positive	Provides specific advice and guidance surrounding protected characteristic	
<b>Sexual orientation</b>	Positive	Provides specific advice and guidance surrounding protected characteristic	
<b>Age</b>	Neutral	Ensures that all children, regardless of age are appropriately safeguarded	
<b>Marriage and Civil Partnership</b>	Neutral	N.A	

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<b>Pregnancy and maternity</b>	Neutral	N.A
<b>Other</b> (e.g. carers, veterans, people from a low socioeconomic background, people with diverse gender identities, human rights)	Positive	Actively promotes human rights and makes specific reference to those with diverse gender identities

In what ways does any impact identified contribute to or hinder promoting equality and diversity across the IBF?	
--	--

2) If your assessment identifies a negative impact on Equality Groups you must develop an action plan <b>to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</b>
➤ 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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