UKBJJA Safeguarding Policy
v 0.1
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Policy and Principles

The members, staff, and volunteers of the Association are committed to the welfare and protection of children so that they can enjoy sporting activities in safety to the best of their abilities without fear, threat or abuse.

Everyone has a role to play in safeguarding children from abuse. Dealing with concerns about child abuse and particularly child sexual abuse can be very disturbing but stay calm and use this guide to help you decide what you need to do. Follow these procedures and together we can help to protect vulnerable children and young people and identify any poor practice that may be putting our players or coaches at risk.

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Child abuse and particularly child sexual abuse can arouse strong emotions in those facing such a situation and it is important to understand these feelings and not allow them to interfere with your judgement about any action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. Everyone working in BJJ either in a paid or voluntary capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of children and preventing their abuse.

The United Kingdom Brazilian Jiu Jitsu Association upholds the principle that all children and young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

Principles

Children and young people have a right to expect us to protect them from harm. By taking care to uphold these principles we can help to assure their welfare and development.

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, religious belief or sexual identity.
- We will take seriously all suspicions and allegations of abuse and respond swiftly and appropriately.
- Anyone under the age of 18 years is considered as a child for the purposes of this document.
- We recognise that working in partnership with children and their parents/carers is essential for the protection of the children.
- The UKBJJA recognises the roles and responsibilities of statutory agencies in relation to safeguarding children and young people and promoting their welfare and is fully committed to working together with the Local Children's Safeguarding Boards (LCSB)/in Scotland, Local Area Child Protection Committees (LACPC), and to comply with its procedures.
- Regional areas, clubs and other organisations will be provided with the appropriate documentation and support to ensure that they are able to implement the Policy.

Adults at Risk Policy

The Principles above apply equally to vulnerable adults participating in Brazilian JiuJitsu and the UKBJJA is committed to taking all reasonable steps to protect vulnerable adults from harm and discrimination within a BJJ environment.

In doing so, the UKBJJA considers a vulnerable adult to be anyone over the age of 18 years who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

The UKBJJA recognise that each vulnerable adult is a unique individual with varying degrees of need and ability. The appropriateness of involving carers in welfare related decisions will depend upon the individual needs and circumstances and most importantly, on their wishes. In case of doubt, the UKBJJA Lead Safeguarding Officer should be consulted.

Equity Policy

The concept of 'Sport for All' is nothing new and those agencies providing sport throughout the UK have acknowledged and supported this philosophy for many years. However, despite initiatives such as Sport England's 'Sport for All' campaign and the general agreement that sport is for all, inequalities still exist.

Equity in sport has now become an increasingly important issue for all those involved in the provision of sport, not least for National Governing Bodies who could find themselves ineligible for funding from various sources unless the inequalities are addressed.

The UKBJJA has a desire and a duty to provide services fairly and without discrimination. The Association is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim.

The UKBJJA is responsible for ensuring that no participant, volunteer, job applicant or employee receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, pregnancy, social or class background, nationality, religious belief or sexual preference or political belief.

Our Responsibilities

The United Kingdom Brazilian JiuJitsu Association recognises its responsibilities both morally and legally under current legislation (including the Children Acts 1989 and 2004 and the Protection of Children (Scotland) Act 2005) and will use our best efforts to promote good practice to protect children.

We recognise that we have a responsibility to:

- Safeguard and promote the interests and wellbeing of children and young people with whom we are working.
- Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment and respect their rights, wishes and feelings.
- Confidentiality should be maintained in line with the Human Rights Act 2000 and the General Data Protection Regulation 2016.
- In accordance with 'Working Together to Safeguard Children 2013' (HM Government) we recognise that the UKBJJA and its clubs have the following statutory duties, roles and responsibilities:
  - Effective recruitment & selection procedures – including Safeguarding checks
  - Culture of listening to children and young people

Our child protection procedures are intended to:

- Offer safeguards to the children and young people with whom we work, and to our members of staff, volunteers and those in affiliated organisations.
- Help to maintain professionalism and high standards of practice.
- We recognise that any procedure is only as effective as the ability and skill of those who operate it. We are therefore committed to:
- Operating safer recruitment procedures
- Providing support, appropriate training and adequate supervision to all our staff, coaches and officials so that they can work together with parents/carers and other organisations to ensure that the needs and the welfare of children remain paramount.
- Ensuring that all coaches complete child protection training as part of the UKBJJA coaching qualification.

The United Kingdom Brazilian JiuJitsu Association will:

- Appoint a Lead Safeguarding Officer
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies
- Make decisions on misconduct/poor practice within agreed timescales.
- Convene a Disciplinary Panel when necessary
- Inform all appropriate individuals and bodies of their decisions within agreed timescales.
- Keep a list of all suspended, disciplined and disqualified persons and where appropriate refer people disqualified to relevant government agencies for consideration by Disclosure and Barring Service (DBS) in England and Wales, Disclosure Scotland in Scotland and Access NI in Northern Ireland.
- Provide support, training and guidance to the Club Safeguarding Officers and clubs via recognised child protection training providers
- To monitor and evaluate the implementation of the policy.

Categories of Abuse

Physical

The Following categories are taken from Working Together to Safeguard Children 2013.

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

In a BJJ situation physical abuse may also occur due to:

- Overly hard sparring without mutual consent and technical justification.
- Demonstrating techniques too hard or repeatedly where the intention is to hurt or intimidate the person on the receiving end.
- Over training and inappropriate training which disregards the capacity of the athlete's immature and growing body. This also applies to over competing.
- Forcing (or "suggesting") that a child loses weight to make a weight category This would include the use of sauna suits and bin bags to de-hydrate to lose weight This is a very complex issue and beyond the scope of this document but as a rule of thumb a child should eat a healthy well balanced diet, train as appropriate to the capacity of their immature and growing body.
- Inappropriate levels of physical exercises as a punishment – the UKBJJA believes that making a child carry out exercise, as a punishment may not only constitute physical abuse in some circumstances but sends mixed messages. We want children and young people to train and exercise to have fun and stay healthy.

Signs and Indicators of Physical Abuse

Physical Signs

- There are injuries that the child cannot explain, or explains unconvincingly.
- The child has injuries that have not been treated, or have been treated inadequately.
- There are injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs.
- The child has bruising that reflects hand or finger marks.
- The child has cigarette burns or human bite marks.
- The child has broken bones (particularly if the child is under the age of two).
- The Child has scalds, especially those with upward splash marks, tide marks on arms, legs or on the body (caused from standing in hot water).

Behavioural Signs

- The Child is reluctant to have parents contacted.
- The child has aggressive behaviour or sever temper outbursts.
- The child runs away or shows fear of going home.
- The child flinches when approached or touched
- The child is reluctant to get changed for PE or school sport.
- The child covers up arms and legs with a long-sleeved shirt, even when it is hot.
- The child shows signs of depression or moods that are out of character with their general behaviour.
- The child is unnaturally compliant to parents or carers.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In a BJJ situation, sexual abuse may occur when:

- An adult uses the context of a training session to touch young people in an inappropriate sexual way
- Coaches or volunteers use their position of power and authority to coerce young players into a sexual relationship.
- Coaches imply better progression of the athlete in return for sexual favours.
- Children and young people being required to weigh-in naked or in underwear.

Note: In junior competitions children must weigh-in wearing full BJJ gi , female athletes must also wear a rashguard under their gi and appropriate underwear must be worn by competitors of all ages and genders.

Signs and Indicators of Sexual Abuse

Physical Signs

- The child has pain, itching, bruising or bleeding in the genital or anal area.
- The child has any sexually transmitted disease.
- The child has recurrent genital discharge or urinary tract infections, without apparent cause.
- The child has stomach pains or discomfort when he/she is walking or sitting down.

Behavioural Signs

- There are sudden or unexplained changes in behaviour.
- They make sexual drawings or uses sexual language.
- The child has an apparent fear of someone
- The child possesses unexplained amounts of money or receives expensive presents.
- The child runs away from home.
- The child takes a parental role at home and functions beyond their age level.
- The child has nightmares or wets the bed.
- The child is not allowed to have friends (particularly in adolescence).
- The child self-harming, self-mutilating or has attempted suicide.
- The child alludes to secrets they cannot reveal.
- They are reluctant to get changed for PE or school sport.
- The child displays sexualised behaviour or knowledge (particularly in young children).
- The child has eating problems, such as anorexia or bulimia.
- The child abuses drugs or other substances.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

In a BJJ situation, emotional abuse may occur when coaches, volunteers or parents

- Provide repeated negative feedback in public or private.
- Repeatedly ignore a young player's effort to progress.
- Repeatedly demand performance levels above the young player's capability.
- Over-emphasise the winning ethic.
- Making a young player feel worthless, unvalued or valued only insofar as they achieve the expectations of their coach/parents/others.

Signs and Indicators of Emotional Abuse

Physical Signs

- The child fails to grow or to thrive (particularly if the child is thriving away from home, e.g. on trips or matches).
- The child suddenly develops speech disorders.
- The child has delayed physical or emotional development.

Behavioural Signs

- The child has compulsive nervous behaviour, such as hair-twisting or rocking.
- The child is excessively deferent towards others, especially adults.
- The child shows an excessive lack of confidence.
- The child is unwilling or unable to play.
- The child has an excessive fear of making mistakes
- The child shows an excessive need for approval, attention and affection.
- The child self-harms or self mutilates, or attempts suicide
- The child shows an inability to cope with praise.
- The child is reluctant to have parents contacted.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In a BJJ situation neglect may occur when:

- Young players are left alone without proper supervision.
- A young player is exposed to unnecessary heat or cold. This would include the use of sauna suits and bin bags to dehydrate to lose weight.
- A young player is not provided with necessary fluids for re-hydration.
- A young player is exposed to an unacceptable risk of injury.
- Exposing children to unhygienic conditions.
- Exposing children to a lack of medical care.
- Non-intervention in incidents of bullying or taunting.

Signs and Indicators of Neglect

Physical Signs

- The child is constantly hungry.
- The child is in an unkempt state; frequently dirty or smelly.
- The child is losing weight or is constantly underweight.
- The child is dressed inappropriately for the weather conditions.
- The child has untreated medical conditions – not being taken for medical treatment of illness of for injuries.

Behavioural Signs

- The child is tired all the time.
- The child frequently misses school or is late.
- The child fails to keep hospital or medical appointments.
- The child is left alone or unsupervised on a regular basis.
- The child has few friends.
- The child is a compulsive stealer or scavenger, especially of food

Bullying

Throw bullying out of BJJ before it gets a hold.

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser is a young person, for example in the case of bullying. Bullying can be defined as deliberate hurtful behaviour that can take its form both physically and verbally against another person, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Although anyone can be a target of bullying, the victim is usually shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons, overweight, physically small, having a disability, or belonging to a different race, culture, or religious belief.

Bullies can be both male and female. Although bullying often takes place in schools, it does and can occur anywhere there is poor or inadequate supervision, on the way to/from school, at a sporting event, in the playground and in changing rooms.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused themselves. Typically bullies can have low self-esteem, be, aggressive, jealous and excitable. Crucially, they have learnt how to gain power over others.

Whilst the UKBJJA acknowledges bullying we feel that bullying is also a form of physical and/or emotional abuse and will not be afraid to call certain behaviour as just that – abuse.

There are many types of bullying including:

- Physical: hitting, kicking and theft.
- Verbal: name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures.
- Emotional: tormenting, mobile text messaging, ridiculing, humiliating and ignoring
- Sexual: unwanted physical contact or sexually abusive comments, use of camera phones to record images of players in changing rooms.
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures Homophobic: because of, or focussing on the issue of sexuality.

In a BJJ situation, bullying may occur when:

- a parent/coach who pushes too hard.
- a coach who adopts a win-at-all-costs philosophy.
- an athlete who intimidates others.
- an official who places unfair pressure on a person.

Coaches hold a position of power in the relationship with their athlete and must not abuse this position to bully children/vulnerable young adults in their care.

In a BJJ situation bullying may occur when the coach is:

- overly zealous
- resorts to aggressive, physical or verbal behaviour
- torments, humiliates or ignores an athlete in their charge/care

Poor Practice and Abuse

Child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgment about any action to be taken. It is also important that child abuse and child

protection are openly discussed as this helps create an environment where people are more aware of the issues and sensitive to the needs of children. Open discussions also create environments that deter abusers.
An environment that explicitly attempts to identify and report abuse helps create a safer culture for children and young people.
Allegations may also relate to poor practice where an adult's or a peer's behaviour is inappropriate and may be causing concern to a young person within a BJJ setting.
Poor practice includes any behaviour that contravenes the UKBJJA's existing Codes of Conduct, infringes an individual's rights, and/or reflects a failure to fulfil the highest standards of care. Poor practice is unacceptable in BJJ and will be treated seriously with appropriate action taken. Sometimes a child or young person may not be aware that practice is poor or abusive and they may tolerate behaviour without complaint. An example of this is a child with a disability who is used to being excluded from activities or a bullied young person who is used to being mocked. Children may also be used to their cultural needs being ignored or their race abused. This does not make it acceptable.
Many children and young people will lack the skills or confidence to complain and it is therefore extremely important that adults in the club advocate for the children and young people. Advocating for children and young people who find it hard to speak out is part of creating a safer culture for them.

Raising awareness of potential vulnerability

This safeguarding policy is inclusive and the same actions should be taken regardless of the needs and background of the child or young person. The UKBJJA recognises however that some children and young people are disadvantaged by their experiences or have additional vulnerabilities and would want to highlight the following.

Children and young people with disabilities

Children and young people with disabilities might be additionally vulnerable because they may:

- Lack a wide network of friends who support and protect them.
- Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication.
- Be subject to the prejudices and/or misconceptions of others e.g. about their 'attractiveness' to potential abusers
- Require personal intimate care.
- Have a reduced capacity to resist either verbally or physically.
- Not be believed.
- Depend on the abuser for their involvement in sport.
- Lack access to peers to discover what is acceptable behaviour.
- Have medical needs that are used to explain abuse.

Children and young people from minority ethnic groups

Children and young people from minority ethnic groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes.
- Experiencing racism through being ignored by people in authority.
- Afraid of further abuse if they challenge others.
- Subjected to myths, e.g. all people of a particular culture are good with or hit their children.
- Wanting to fit in and not make a fuss.
- Using or learning English as a second language.

If you should identify specific needs for materials for groups or individuals where they have additional vulnerabilities and barriers to getting help please contact the Lead Safeguarding Officer of the UKBJJA.

Equality Training

In addition to sports equality workshops (Equity in your Coaching and A Club for All) your Local Safeguarding Children's Board will provide equality training. To find your Local Safeguarding Children's Board carry out a web search on "Local Safeguarding Children's Board [insert name of your local authority e.g.: Cumbria]" .

If you do not have internet access contact your Local Authority via post or telephone requesting contact information for your Local Safeguarding Children's Board.

Children and young people who take on leadership roles

Taking on a leadership role within BJJ is intended to be an enjoyable and positive learning experience. However, coaches, athletes, parents/spectators in both adult and junior BJJ often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child.

As a consequence, young coaches, medics and referees can also carry out abusive behaviour verbally, physically and emotionally, as well as experiencing it themselves. This behaviour is not acceptable in adult or junior BJJ. Young officials should always be supervised by an appropriately qualified adult and should never have sole responsibility for other young people, as they are themselves subject to the UKBJJA's safeguarding policy and procedures.

The increased potential harm that verbal, physical and emotional abuse can cause to children and young people in these roles needs to be recognised.

It is important that clubs acknowledge their role in ensuring that club officials; athletes and spectators behave appropriately towards young people who take on such roles.

It is necessary to recognise that, like adults, children and young people can and do make mistakes when they are learning, and overly critical and unsupportive responses may constitute verbal and or emotional abuse. Some young officials have experienced physical abuse from coaches, spectators and athletes.

Reducing the potential for vulnerability

It is important for all clubs and competition organizers to be extra vigilant in creating a safe culture, including:

- Finding ways of understanding and communicating with all children and young people.
- Ensuring best practice at all times in physical and health care.
- Developing knowledge of the diverse cultures they serve.
- Respecting cultural differences.
- Building relationships with parents and carers and including the families of players in club activities.
- Observing carefully changes in mood, appearance and behaviour and discussing those concerns with families, carers or the designated person if suspicions or concerns are significantly aroused about the care of the child or young person.
- Acknowledging that disabled children and young people are additionally vulnerable and that vigilance is essential.
- Acknowledging that abusive behaviour directed towards young people whilst they are carrying out a leadership role is not acceptable and will be reported to the appropriate designated person as poor practice and or abuse.
- Implementation of a club code of conduct for spectators and players.
- Acceptance of the special role coaches have in setting a good example of the way in which people should behave towards children and young people in leadership roles.

It may be necessary to ask other specialist agencies for help and advice in including some children and young people in BJJ. It should be seen as a strength of the club to approach families, Education, Health, Children's Social Care/in Scotland, Social Services, voluntary agencies and community groups for advice about supporting a child or young person to participate or ensuring more vulnerable children are afforded appropriate safeguarding and protection.

The mentoring of young officials is particularly helpful in supporting individuals if they are faced with abusive behaviour and indeed preventing the continuation of such behaviour.

Signs and Indicators

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.

We acknowledge that UKBJJA staff, coaches and officials whether in a paid or voluntary capacity, are not experts at such recognition.

Children and young people are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signals that a child and young person's welfare or safety is being threatened. However there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to getting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture.

Remember, it is not your job to decide whether or not a child or young person is being abused – however it is your responsibility to share concerns.

You may be the only adult in the child's or young person's life that is in a position to notice these pieces of the puzzle.

The tables on the following pages show some possible physical and behavioural signs of abuse. Some are very explicit and specific to the type of abuse, others are much more general. However, you need to be careful as any one of these signs might have another very plausible explanation, such as a death in the family, loss of a pet, an absent family member or problems at school. However you should remember to raise your concerns if there is a combination of unexplained changes over a period of time. If unsure speak to your club welfare officer or the UKBJJA Lead Safeguarding/ Officer.

Never allow a child or young person's disability or cultural difference to explain away concerns. This is not a judgement for you to make.

Never assume that someone else has identified and acted on the problem.

Not acting is NEVER an option.

Table of abuse types and signs

Below you will find examples of the most common types and signs of the different types of abuse. This is not to be taken as a definitive list as other signs not listed here could also indicate abuse. If something concerns you, record it!

Category of abuse	Physical signs	Behavioural Signs
Physical Abuse	Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child with limited mobility would find it difficult to get.	Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.
Sexual abuse	Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STD's, thrush, anal pain on passing motions	Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys.
Bullying	Weight change, unexplained injuries and bruising, stomach and headaches, incontinence, disturbed sleep, hair pulled out.	Difficulty making friends, anxiety over school/ football, truancy, withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reported as "lost", stealing from family, distress and anxiety on reading e-mails or texts.
Emotional Abuse	Weight change, lack of growth/development, unexplained speech disorders, self-harm, clothing inappropriate for child's age, gender or culture.	Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.

Choosing the right approach

We in the UKBJJA can have the best, strictest policies in the world. It can rigorously screen staff, coaches and volunteers. It can have all kinds of procedures designed to maximize safety but if the culture of our sport – how the UKBJJA feels and acts – makes it impossible for people to talk about concerns and/or abuse or for children to disclose harm, then the policies, screening and procedures will have limited value.

Safeguarding concerns can arise in a number of ways, for example, an adult responsible for a child may notice a change in their behaviour or appearance that causes them concern; a parent may raise a concern about the behaviour of a UKBJJA staff member or volunteer or information may disclosed during a recruitment process that raises concern about a person's suitability for the role they are applying for. Occasionally children may speak directly to an adult they trust about a safeguarding concern and whilst this is the least likely way that concerns arise, it is imperative that adults with responsibility for children know how to respond to such disclosures.

Information gathered from cases shows that on average it takes a child seven attempts to disclose and be heard.

If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the person receiving this information should: (please see the next page)

Choose the right action for the welfare of the child

Do

C	Calm down so as not to frighten the child or young person, ensure the child is and feels safe.
H	Honest – you need to explain that you will have to tell others to help stop abuse!
O	Offer support - reassure the child - s/he is not to blame and they were right to tell.
O	Out of the public domain - maintain confidentiality – only tell to protect on a 'need to know' basis.
S	Serious - show the child you are taking them seriously.
I	Immediate medical treatment may be needed, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a child protection issue.
N	Note what the child said as soon as possible. – on Appendix 3 of this policy you will find a referral and information form. Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said.
G	Guidelines are there to be followed. The flow diagrams on pages 24 and 25 explain how to deal with a concern about possible poor practice and or child abuse within a BJJ setting

R	Rush into actions that may be inappropriate. In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence.
I	Involve parents/carers where appropriate. In most cases people working within British BJJ do not have the skills necessary to help the parents deal with the news that their child has been abused. Therefore, in cases of suspected abuse parents/carers should only be contacted following advice from Police or Children's Social Care/in Scotland, Social Services.
G	Guarantee outcomes or make promises you cannot keep.
H	Horror – the child needs reassurance not an emotional response, blame or denial.
T	Take sole responsibility – consult, refer, hand on appropriately.

Don'ts

Recording the Information – Keep it clear and simple

Information may need to be passed to the Children's Social Care/in Scotland, Social Services and or the Police.

- Accurate recording is essential, as there may be legal proceedings at a later date.
- Referrals to Children's Social Care/in Scotland, Social Services and or Police should be confirmed in writing within 24 hours – if not, then at the earliest opportunity.
- Keep a record of the name and designation of the Children's Social Care/in Scotland, Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call in case any follow-up is needed.
- Ensure all information is maintained safely in accordance with Data Protection Legislation. http://www.ico.org.uk/
- Information should only be shared on a strictly "need to know" basis.
- Complete Appendix 3 (The UKBJJA Referral and Information Form) and send this to the Club Safeguarding Officer. The CSO in turn will send this onto the UKBJJA Lead Safeguarding Officer.

You have concerns – what happens now?

You don't have to take responsibility for deciding if child abuse is taking place or not but, if you have concerns; there are people who can help.

It is not the responsibility of any one working under the auspices of the UKBJJA, in a paid or voluntary capacity, to decide whether or not child abuse is taking place.

However, there is a responsibility to act on concerns to protect children in order that appropriate agencies can then make inquiries and take any necessary action to protect the child.

Children's Social Care/in Scotland, Social Services (formerly Social Services/in Scotland different local authorities use different titles but generally still known as Social Services) have a statutory duty under the Children Act 1989/Children (Scotland) Act 1995 that is reinforced by the Protection of Children Act 2004/Protection of Children (Scotland) Act 2003 to ensure the welfare of a child. When a child protection referral is made its staff have a legal responsibility to make enquiries. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the police where a crime against a child is alleged.

There is always a commitment to work in partnership with parents or carers where there are concerns about their children.

Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse, or not able to respond to the situation appropriately.

In these situations, or where concerns still exist, inform the Children's Social Care/in Scotland, Social Services as soon as possible. Children's Social Care/in Scotland, Social Services will decide how and when parents or carers will be informed.

Keep a record of the name and designation of the Children's Social Care/in Scotland, Social Services member of staff or police officers to whom the concerns were passed, together with the time and date of your call. Wherever possible, confirm your referral to them in writing, including a copy of the UKBJJA referral and information form, within 24 hours to confirm the details.

Bring your concern to the attention of the person with designated responsibility for child protection:

In a Club

If you are working within a club, you should inform the club safeguarding officer or person in charge if there is no club safeguarding officer in place. If you are the senior coach within the club then you will need to inform the UKBJJA Lead Safeguarding Officer.

In a School

If you are working with schools as part of the school curriculum you should inform the Teacher with designated responsibility for child protection. Please contact your local education authority for a copy of the Local Authority Education Department Guidelines.

In a Local Authority scheme (or similar)

If you are working within a recreational or play scheme you should inform the manager of the scheme.

Working with athletes away from home

If you are working with BJJ athletes away from home (for example at tournaments or training camps), then you should inform the senior coach, tournament organizer or the UKBJJA Lead Safeguarding Officer

It is the responsibility of these people to ensure that appropriate advice is obtained from the local Children's Social Care/in Scotland, Social Services department or the NSPCC or Children 1st (in Scotland).

• If your concern is about the person designated for child protection

Contact your local Children's Social Care/in Scotland, Social Services, the police or the NSPCC/Children 1st direct and tell them about your concerns.

The telephone number for Children's Social Care/in Scotland, Social Services is usually included in the listing for your local council and the number of your local police station will also be listed in the telephone directory. The NSPCC operates a 24-hour free phone help line telephone number 0808 800 5000, you do not have to give your name but it is helpful if you do.

Some local Children's Social Care/in Scotland, Social Services have slightly altered their names to some like Social Care or Children and Young People's Service so please bear this in mind when searching for contact numbers.

A company called Papworth Publishing produces a resource for Children's Services workers called a Sherwood Diary which contains all local Children's Social Care/in Scotland, Social Services (Social Services) office and out-of-hours contact details. This can be obtained via www.sherwooddiaries.co.uk/index.htm or by telephoning 01268 510123.

If you are unsure about contacting the Social Service departments, the police or the NSPCC/Children 1st or if your concern is about risk due to poor practice, you can contact the UKBJJA Lead Safeguarding Officer at james.mcintyre@ukbjja.org.
Where referrals are made directly to Children's Social Care and/or the Police, always ensure that the UKBJJA's Safeguarding Lead is informed as soon as possible

Whistle Blowing

Allegations of abuse against members of staff and volunteers

Whistleblowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings, for example, sport or other social activities.

This could involve anyone working with children in a paid or voluntary capacity, for example, a volunteer in clubs, club helpers, tutors at training camps, competition staff or coaches.

Recent inquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event. It is crucial those involved in BJJ are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be abusing a child, will raise concerns among other staff or volunteers, including the difficulties inherent in reporting such matters. However it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer should be reported immediately.

What is a LADO? (Local Authority Designated Officer) England only

The Local Authority Designated Officer (LADO) works within Children's Services to help safeguard children in accordance with the statutory guidance set out in Chapter 2: Organisational responsibilities of Working Together to Safeguard Children 2013.

They should be informed of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against children, or related to a child; or
- behaved towards a child or children in a way that indicates they are unsuitable to work with children, for example if their conduct falls within any of these categories of abuse:
- physical
- sexual
- emotional or
- neglect

Once an allegation has been made, the LADO's role is to capture and co-ordinate the sharing of all the information relating to the case with the officers and agencies that need to be informed. The LADO will be involved from the initial phase, providing advice and guidance to the employer or voluntary organisation, and monitoring the progress of the case through to its conclusion.

If you need to contact your Local Authority Designated Officer (LADO), please consult yourLocal Safeguarding Children Board (LSCB) or Local Authority.

The UKBJJA will fully support and protect any member of staff or volunteer who, in good faith, reports his or her concern that a colleague is, or may be abusing a child.

You should be aware that your right to report, in good faith, is protected by the Public Interest Disclosure Act 1998, ie your position in the UKBJJA and any affiliated clubs or organizations will not be affected by you reporting your concerns.

Alternatively you can go direct to the Police, Children's Social Care/in Scotland Social Services or NSPCC/in Scotland Children 1st and report your concerns there.

Reporting a concern – what you need to do

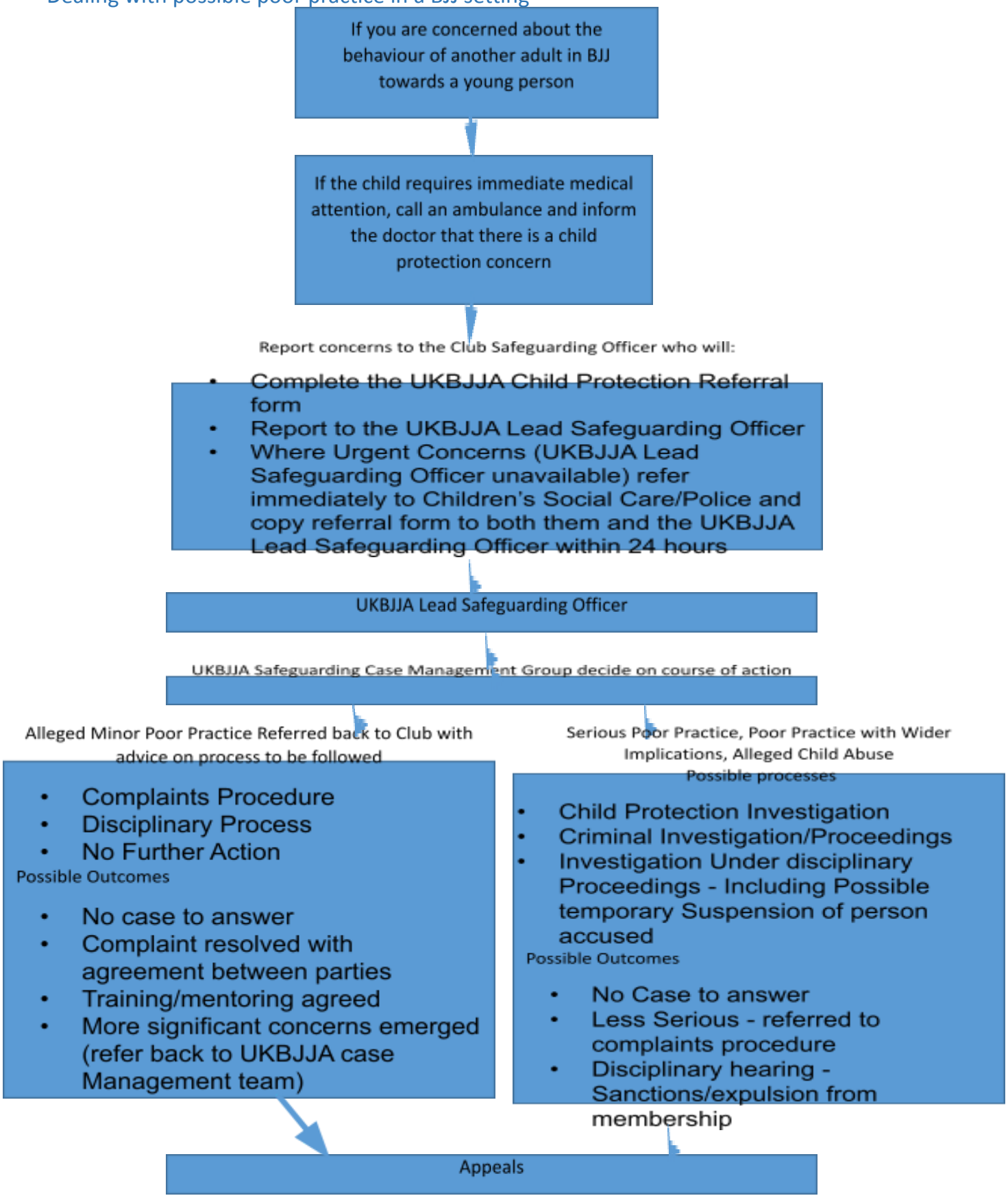
Any suspicion that a child has been abused by either a member of staff or a volunteer will be reported to the club safeguarding officer or if they are unavailable, to the person in charge.

The club welfare officer or the person in charge will refer the allegation to Children's Social Care, who may involve the police. The person in charge should also notify the UKBJJA Lead Safeguarding Officer

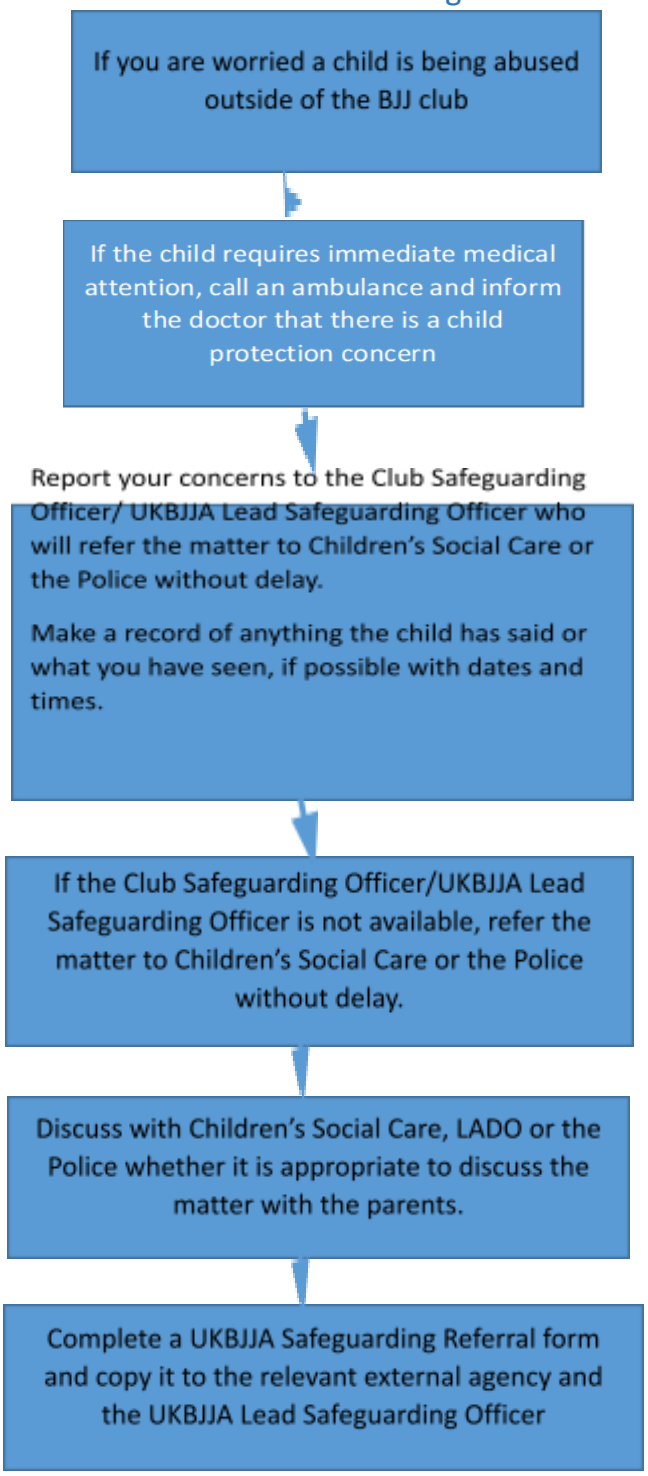
The parents or carers of the child will be contacted, as soon as possible, following advice from Children's Social Care/in Scotland, Social Services and/or the Police.

Every effort should be made to ensure that confidentiality is maintained for all concerned and to protect the integrity of the investigation process. All referrals must be reported to the UKBJJA Lead Safeguarding Officer as soon as possible.

Dealing with possible poor practice in a BJJ setting



Dealing with possible child abuse outwith a BJJ setting



What happens next?

Where there is a complaint of abuse against a BJJ volunteer, coach, official or member of staff, there may be three types of investigation:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary investigation by the UKBJJA Safeguarding Case Management.

The Case Management Team will decide if an individual accused of abuse should be temporarily suspended from membership pending Police and Children's Social Care/in Scotland, Social Services, inquiries. Sometimes the authorities will not wish such action to be taken immediately so that their inquiries are not jeopardised.

The results of the Police and Children's Social Care/in Scotland, Social Services, investigation will inform the disciplinary investigation.

If the investigation shows that the allegation is clearly about poor practice then the Case Management Team will follow the UKBJJA's Safeguarding Procedures.

Irrespective of the findings of the Police or Children's Social Care/in Scotland, Social Services,, UKBJJA will assess all individual cases under the appropriate complaints or disciplinary procedure to decide if a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the UKBJJA must reach a decision based upon the information that is available which could suggest that on a balance of probability it is more likely than not that the allegation is true.

The welfare of the children should always be paramount.

Allegations of historic abuse

Allegations of abuse may be made some period of time after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children.

Where such an allegation is made, the same procedure should be followed.

This is because other children, either within the sport or outside it, may be at risk from this person.

There are certain offences, which may identify a person as presenting a risk, or potential risk, to children, which may exclude an individual from holding an award or position within the UKBJJA. See the Appendix on Procedures for dealing with positive Disclosure and Barring Service check (DBS) and PVG (Scotland) disclosures and reports received from statutory agencies.

Providing support

The UKBJJA will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded, in the following ways:

- Via the Lead Safeguarding Officer
- Via the Safeguarding Case Management Teams
- Provision of specialist independent organisations contact details
- NSPCC Helpline
- NSPCC Child Protection in Sport Unit.

Consideration will be given to what support may be appropriate for children, young people, parents or carers, volunteers and members of staff during and after poor practice and child abuse referrals to the UKBJJA.

It is never easy to respond to a child or young person who tells you that they are being abused. You may well be feeling upset and worried yourself. Confidentiality is paramount. However, the UKBJJA acknowledges that having received a disclosure, individuals may have a need for some support. Appendix 11 (Useful Contacts) provides information on support groups and help lines for those who have received a disclosure.

Every effort will be made to ensure that any child or young person who has been subjected to poor practice or abuse, and their parents or carers, will be given support from the appropriate agencies and the UKBJJA. A list of independent support groups and help lines is provided in Appendix 11 for those who have experienced abuse.

The UKBJJA will also consider what support with the process may be appropriate for those against whom a complaint of poor practice or an allegation of abuse has been made. Appendix 11 provides information on support groups and help lines.

Risk Management

We naturally assess the potential for risks when planning activities. However, to ensure the welfare of children and young people within our care it is important to always ask the following basic questions:

- What is the activity?
- What are the ages of the children/young people involved?
- Where is the activity going to take place?
- Are there any special needs within the group?
- Are there mixed groupings?
- What experience and qualifications do the organisers have?
- Do you require someone who has appropriate first aid training?

It is important to also consider your familiarity with the venue and the level of responsibility to have for the activity e.g. at your club (which may or may not have access to telephone, toilet and changing facilities, first aid provision) or an unknown club/venue that your club has to travel to. Local sports centres may have guidelines on use and types of facilities, which you may or may not have access to. Also be mindful of social activities at a non-BJJ venue, which may or may not be known to you.

The principles for assessing potential risks remain the same whatever the activity, therefore you need to consider these and decide what ratio of adults to children or young people you consider to be appropriate to ensure their safety (see Appendix 4 for more details).

Remember that an adult is anyone up to 18/In Scotland, anyone over the age of 16. You may have Volunteers who are not yet 18/in Scotland, not yet 16. They cannot be considered an adult legally; therefore this affects the ratio of adults to children/young people. However, you can ask parents to come along in such circumstances. It is also important to consider the experience of the adults involved. Clearly it is best practice to have UKBJJA Approved Coaches; however it is likely that there will be a mixture of qualified coaches and supervising adults who are not in a coaching role.

Planning away trips with children and young people

Travelling to away competitions and having trips away from home should be both safe and fun for children. It should be a chance for all children to grow in confidence, self-esteem and skills. When taking a team away from the Club to compete consideration and planning needs to be paramount to ensure the duty of care for the young people within the group is fulfilled. If you are hosting a small competition at your club, the policy for the duty of care of your team will be more or less the same as for a Coaching/Club session.

Planning

The following section provides guidance on planning and taking a team to an away fixture for the day. It does not include overnight stays

Good Practice:

- Appoint a Head Coach with clear roles and responsibilities
- Ensure you have sufficient staff to manage and look after the young people.
- Ensure that you have written permission from the Parents/Guardians or Carers for transporting and supervising their children whilst in your care.
- Ensure that the group has agreed to act within the UKBJJA Code of Conduct.
- Ensure that all staff who are responsible for young people within the team have been recruited and checked, in accordance with the UKBJJA Safeguarding Policy (section on recruitment of volunteers pages 45)
- Ensure that a risk assessment is conducted.
- Ensure that there is a ‘club home contact i.e. a member of the Club who is not travelling away, who will act as a contact point if required.

Communicating with Parents

The following information needs to be clarified and communicated to Parents and the team when travelling to a fixture for the day:

- Method of transport
- Pick up point
- Time of departure
- Time of return
- The destination and venue
- Competition details
- Name of Head Coach and Coaches responsible for the team/s
- Contact details for the Head Coach and Coaches
- Contact details and any medical information for the members of the team
- Kit requirements, Cost implications i.e. cost of transport, competition fee and pocket money required.

Transport

Private Cars

The UKBJJA recognises that Junior/Juvenile BJJ exists on the support of volunteers and parents and that often private cars are used as a form of transport to away events.

The UKBJJA strongly advises that private cars (other than those used by parents to transport their own children or other players where this has been agreed between parents and not arranged by the club) are not used by Coaches, Club Volunteers, Referees and Competition Officials to transport young players at any time, either to and from a training session, or to away events.

If, for any reason, this is ONLY feasible method of transport, the following guidelines must be followed:

- Drivers must ensure the safety of passengers.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover.
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit.
- Drivers must be aware of their legal obligations when transporting young players.
- Parents/guardians or carers must give written permission if their Child/Children are being transported in another adult's car
- Clear information on the expected time of departure and arrival needs to be communicated to relevant people i.e. parents/guardians or carers.
- Drivers should not be alone with a young person (other than their own child) in the car at any time. If in an emergency situation arises, drivers need to ensure that the young person is in the back of the car. It must be stressed that it is for emergencies only and should not become a regular occurrence or acceptable practice.
- The driver must have complied and been checked by the recruitment procedures set out

If hiring transport

When booking transport for an away event you will need to remember the following points:

- Passenger safety, drivers take necessary breaks
- Competence of the driver and whether the driver holds an appropriate valid licence
- Number of driving hours for the journey and length of the driver's day, including non-driving hours
- Whether more than one driver is required
- Type of journey, traffic conditions, weather, appropriate insurance cover managing young people away from the club
- Journey time, distance and stopping points
- Supervision requirements

Legislation Points to Remember

- Vehicles must be appropriate and roadworthy.
- The driver is responsible for the vehicle during the trip.
- All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years MUST BE FITTED WITH A SEAT BELT FOR EACH YOUNG PERSON. Restraints must comply with legal regulations - https://www.gov.uk/government/publications/guide-to-changes-to-seat-belt-installations
- There must be an anchor point for wheelchair users minibuses.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.

Supervision

- All Staff - paid or voluntary - must have complied with and been checked through the recruitment procedure set out in (page 45).
- Within the group of Staff responsible for the team there must be a nominated person who is familiar with and who has received training on the UKBJJA Safeguarding Policies and Procedures. (Attendance at a UKBJJA 'Safeguarding and Protecting Children' workshop would meet this requirement).
- For single sex groups, there must be at least one same gender member of staff.
- Any child not accompanied by a parent/guardian must have a same sex staff member.

Roles and Responsibilities

- All members of staff need to have a clear knowledge of their role and responsibility for the team.
- Where possible try to appoint a Head Coach for any trip, the Head Coach and Coaches taking responsibility for the training and competition management of the team and for any other necessary support.
- All staff must go through an Induction programme ensuring they understand:
- UKBJJA Safeguarding Policy
- Planning away trips with children and young people
- Ethical issues
- Codes of conduct and behaviour
- All staff must be provided with a full itinerary, including contact and medical information and travel arrangements.
- If parents are spectating at the event it needs to be made clear that the team is the responsibility of the staff and parents should not compromise this situation.

A Club should develop and publicise policies regarding the collection of young people from BJJ activities. The policies should reflect the age of the children, the location, time and nature of the activity.

Supervision whilst travelling

- The Head Coaqch is responsible for the team and coaching staff at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All team members and coaching staff are familiar with emergency procedures within the vehicle i.e. emergency door.

The Head Coach needs to consider the following;

- The level of supervision necessary on double decker buses and Coaches i.e. one supervisor on each deck
- The safety of the group when crossing the road
- Clarity of the ground rules when the Team is in transit. The main cause of accidents is misbehaviour
- Sufficient and supervised stops
- That in the event of a breakdown or accident, the Team and Staff remain under the management and supervision of the Head Coach
- The head count when the Team is getting on and off the transport

Emergency Procedures

- Medical forms must be completed, signed by the parent/guardian or carer and returned to the Club
- A member of staff must carry medical details and relevant information
- The staff must be aware of any specific medical conditions
- Staff should have access to calling the emergency services and the minimum first aid provision
- Staff have a duty of care to act as a prudent parent would
- Staff must act in an emergency and take lifesaving action in extreme situations

If an emergency occurs:

- Establish the nature of the emergency and names of any casualties
- Ensure the rest of the Team are safe and supervised
- Ensure all members of the party are aware of the situation and are following emergency procedures
- Ensure that a member of Staff accompanies any casualties to hospital
- Notify the Police if necessary
- Complete an incident form
- Ensure that no one in the group speaks to the media
- All media enquiries should be managed through the UKBJJA CEO
- Ensure that the Team and staff do not discuss the incident
- Contact the 'Club home contact' who will:
- Contact Parents and keep them informed about the situation
- Liaise with the Club Staff, and if necessary the UKBJJA
- Liaise with the media contact if applicable
- Report the incident to the insurers, using the appropriate forms if necessary

Insurance

UKBJJA clubs, members and coaches have insurance cover with their membership, however travel and medical cover is NOT included and this must be arranged separately.

Overnight Stays

When planning a trip it is important to allow sufficient time for all requirements to be completed. The following action plan needs to be fulfilled and completed:

- Establish the purpose of the trip
- Date of the trip?
- The location of the trip?
- Check if you need visas
- For some trips, you will need vaccinations, or to take pre-trip medication such as anti-malaria.
- The duration of the trip?
- Identify suitable venue and facilities for both the BJJ and accommodation
- How much will it cost?
- How much spending money is required?
- Conduct a risk assessment.
- What insurance cover is required?
- Supervision of athletes, both playing and non-playing time
- Appropriate accommodation
- Catering for all food requirements.
- On arrival have a group meeting to review the programme and rules.
- Hold daily group meetings and a staff meeting – this is an opportunity to discuss any issues or problems and solve them.
- Communication with parents
- Remember to check the cultural traditions of the country. This may have an implication on what clothes you as the group to take e.g. Muslim communities.
- Consider implications of communication barriers where countries are not English speaking.

Risk Assessment

Planning is key to the prevention of any incident. Conducting a risk assessment is an innate part of planning any trip.

- Young people must not be placed in situations, which expose them to an unacceptable level of risk Consider the following:
- What are the hazards?
- Who might be affected by them?
- What safety measures can be put in place to reduce risk?
- Can the Head Coach put the safety measures in place?
- What steps will be taken in an emergency?

Home Contact

- Ensure that a list of the Team and coaches is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all of the Team and coaches

Accommodation

- Discuss your code of conduct and discipline policy with the staff at the accommodation
- If rooms are equipped with satellite TV/Internet, inappropriate programmes may be available. It may be possible to arrange for these programmes to be disconnected
- Check the accommodation policy for extras on bills, breakages and lost keys
- All accommodation must be clean and with access to sufficient toilet and bathing facilities

IT IS NOT ACCEPTABLE:

- FOR PLAYERS TO SHARE A BED

- FOR MALE AND FEMALE PLAYERS TO SHARE A ROOM

- FOR STAFF TO SHARE A ROOM WITH PLAYERS

- whatever the accommodation, the Head Coach must be sure that the players are safe
- for wheelchair users, it is important to check access to the building and room and bathroom facilities
- Checks must be made to ensure that the needs of athletes with disabilities are met
- All athletes must know which rooms the coaches are in and how to contact them if required

Communication with Parents

Before taking any young players away on a trip, you must arrange a meeting with the parents and players to provide details of the trip. Parents must be made aware and given written information on the following:

- Purpose of the trip
- Name and contact details of the Team Manager
- The names of all the Staff
- Name and contact number of the person acting as 'Club home contact'
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number
- An itinerary giving as much detail as possible
- Kit and equipment list
- Emergency procedures and telephone contacts
- Codes of conduct for both Staff and Athletes
- Welfare and child protection procedures
- Estimated cost
- Date for paying deposit
- Spending money
- Details of insurance

Information required from Parents/Guardians/Carers

- Signed consent form accepting the code of conduct and detailing any specific medical information
- Special dietary requirements
- Consent for emergency medical treatment
- Agreement to pay the fee
- Don't forget to ask the parents to get their child a European Health Insurance Card (replaces E111 forms).

Preparing Players

Try to meet with the athletes prior to the trip to agree:

- Codes of conduct/behaviour
- Emergency procedures
- Expectation of the Athletes
- Staff roles and responsibilities
- Support if they become homesick
- Support if they are unhappy, or need to speak to someone in confidence

Feedback from the children and coaches

On return ask the children and the coaches what they enjoyed and what they would change, this will help with next year's planning. Children have great ideas on making things fun – listen to them and make their fun ideas safe.

Staff Ratios

It is important that there is a high number of "coaches to players" ratio on any trip, to ensure the safety of the team. Consideration needs to be given to the following;

- Gender, age and ability of the team athletes with specific religious or cultural needs
- Athletes with special needs, medical requirements or with disabilities
- The duration of the journey
- The competence and likely behaviour of the players
- The number of Head coaches, Coaches and specialist staff
- The experience of the staff in supervising young people
- The need for there to be enough people (staff) to be able to deal with an emergency (minimum of two Staff).
- The minimum requirement of a ratio of 1:10 for a team of over 8- year-olds
- The need for the ratio to be increased for young players, depending on the above factors and considerations
- The minimum requirement of a ratio of 1:8 for a team of 8 years old and under and no more than 26 Children involved in each party.

Best Practice

You can reduce potential risk to children and help to protect staff and volunteers by promoting good practice in your club activities and environment.

Always be publicly open when working with children. Avoid working in isolation

NSPCC “Safe Sport Events, activities and competitions” http://www.thecpsu.org.uk

Good Practice in the care of children

Late Collection

Parents should be informed that it is not the responsibility of the Club to transport young people to their homes in the event of them being delayed.

Staff/volunteers should:

- Attempt to contact the parent in the event of late collection;
- Check the Club contact for any information regarding the young person;
- Contact the alternative contact name/number;
- Wait with the young person at the agreed collection point with wherever possible other staff/volunteers;
- Remind parents of the policy relating to late collection.

Staff/volunteers should not:

- Take the young person home to or to any other location;
- Ask the young person to wait in a vehicle or venue with you alone;
- Send the young person home with another person without parental permission

Physical Contact

BJJ requires a degree of physical contact between coaches and children or young people. Coaches may need to use it to instruct, encourage, protect or comfort.

- Coaches should refrain from demonstrating techniques with players under the age of 18. It is preferable for a coach to instruct two players to demonstrate the move by talking them through it.
- Physical contact during BJJ should always be intended to meet the child’s needs, NOT the adult’s. The adult should only use physical contact if their aim is to develop sports skills or techniques. It is vital that coaches at a club discuss the technical needs of certain players and agree a training plan for that player e.g. A larger 14/15 year old player may need a more advanced session that other players in the class are unable to provide.

Coaches working together to decide and implement a training plan for some children and young people minimises the risk of an abuser taking advantage of a child or young person under a technical pretence. The purpose of any physical contact should be explained and consent sought before continuing.

It cannot be stressed highly enough that if a member of the coaching team, the child, young person or parent express's reservations or concerns about the training that those concerns are addressed immediately.

Physical contact may also be necessary to:

- To treat an injury;
- To prevent an injury;

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission. Physical contact should not take place in secret or out of sight of others. The contact should not involve touching genital areas, buttocks or breasts.

- Where possible parents should take on the responsibility for their children in the changing rooms.
- Where groups have to be supervised in the changing rooms always ensure that this is carried out by at least two male or two female staff appropriate to the sex of the group.
- It is not appropriate to allow mixed sex changing facilities.
- It is not appropriate for adults and children to share changing facilities unsupervised.
- It is not appropriate to allow mat side changing for adults and/or children.

• Always follow the IBJJF weighing-in procedure contained in IBJJF Rules Handbook with weigh-ins conducted in full gi (with rashguard under gi for females)

Be aware ~ as a general rule it doesn't make sense to:

- Spend time alone with children away from others.
- Take children alone in car journeys, however short.
- Take children to your home where they will be alone with you.

If a situation like this is unavoidable, make sure that the person in charge or the child's parents or carers are fully aware and have given consent.

And you should never:

- Engage in rough, physical, or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Let allegations a child makes go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature that children can do for themselves.
- Have children stay at your home with you unsupervised.
- Abuse your privileged position of power or trust with children or adults.
- Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Have favourites
- Resort to bullying tactics, or verbal abuse.

- Agree to meet young athlete/vulnerable adult on your own.

Just take care when children need your help
It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are children with disabilities.

- Only carry out such tasks with the full understanding and consent of parents or carers of the child.
- If a child is fully dependent upon you, be responsive to them, talk with them about what you are doing and give them choices where possible, particularly if you are involved in any dressing, or undressing or where there is physical contact to assist the child to carry out particular activities.
- If during your care of a child you accidentally hurt them or the child seems distressed in any manner or appears to be sexually aroused by your actions or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Inform parents or carers about the incident as soon as possible

Relationships of trust

The power and influence of an older colleague (where an U18/in Scotland, an U16, has taken on a leadership role), or member of staff, has over someone attending a group activity cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility they must exercise in ensuring that they do not abuse their position of trust.
Genuine relationships do occur between different levels of volunteers and participants in a group. However no intimate relationship should begin whilst the member of staff or volunteer is in a position of trust over them. The UKBJJA acknowledges that intimate relationships between teenagers take place and often no harm comes from them. However, it is also acknowledged that children and young people who suffer abuse often do so at the hands of other children or young people. It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in BJJ.
"The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins".
Please note: young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation (under the Children's Act 1989) they are classified as children.
There is no simple definition of a vulnerable adult but again the position of trust and the vulnerability of adults must not be abused. The principles and guidance apply irrespective of sexual orientation; neither homosexual nor heterosexual relationships are acceptable in a position of trust.

A Relationship of Trust can be described as one in which one party is in a position of power or influence over another by virtue of their position. A genuine relationship can start between two people within a relationship of trust, but the relationship of trust must end before any sexual relationship develops.

Abuse of trust and sexual or other abuse

Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by abuse of trust may be ostensibly consensual, but rendered unacceptable because of the relative power positions of the parties concerned.

Code on Abuse of Trust

The Code of Conduct on sexual activity between individuals in a relationship of trust aims to:

- Protect a young person or vulnerable adult from an unequal and potentially damaging relationship.
- Protect the person in a position of trust by preventing them from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable

UKBJJA Code of Conduct on abuse of trust

• Any behavior, which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care, must be avoided.

• Any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.

• All those in an organisation have a duty to raise concerns about behavior by coaches, staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position.

• Allegations relating to a breach of the code on trust will be investigated according to the UKBJJA Safeguarding Case Management Team complaints and disciplinary procedures.

If anyone (paid or unpaid) holding a position of authority or trust engages in an intimate or inappropriate relationship with a young person it is a breach of the UKBJJA Code of Conduct on abuse of trust, and as such will result in disciplinary action

Disclosure and Barring Service (DBS)

DBS checks are another tool in the recruitment procedure. A DBS Enhanced Disclosure/in Scotland, an Enhanced Disclosure Scotland or PVG membership, tells the UKBJJA about a person's recorded offences. It can indicate that a person is not suitable to work with children, for example if they have a history of sexual offending. It may also tell the UKBJJA that further investigations are required, for example if the person has a history of drug dealing or racist offending.

The UKBJJA require that DBS checks on relevant volunteers and staff are carried out every 3 years. As a quality control, a random sample of 1% of people checked in one year will be randomly selected to complete a disclosure the following year. In these cases the UKBJJA will arrange for a UKBJJA Official, to contact the person within one month of selection to gather the required information for this check to be carried out.

Where the UKBJJA Safeguarding Case Management Team or Club has carried out disciplinary procedures with an individual the UKBJJA may request that the individual completes another Enhanced DBS/PVG check in an Adult and Child Workforce.

All checks must generally be carried out by the UKBJJA through their DBS partners. Enhanced checks carried out by other providers/employers will only be accepted if the person has signed up for the Disclosure Update service (https://www.gov.uk/dbs-update-service). This must be done within 30 days of receiving your enhanced disclosure and consent must be given by you for the UKBJJA to access your details.

Please note for Scottish members all criminal record checks must be applied through Disclosure Scotland/PVG via the UKBJJA direct
http://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm
Please contact James McIntyre for further information james.mcintyre@ukbjja.org

Types of DBS check available

- Standard checks – To be eligible for a standard level DBS check, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- Enhanced checks – To be eligible for an enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) Regulations.
- Enhanced checks with children's and/or adult's barred list check(s) – To be eligible to request a check of the children's or adult's barred lists, the position must be eligible for an enhanced level DBS check as above and be specifically listed in the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).

To request a DBS application please go to: - https://www.ukbjja.org/dbs-checks/

Recruitment of ex-offenders

Having previous criminal convictions does not necessarily exclude workers/volunteers from acting in a position with children or vulnerable adults. The UKBJJA Recruitment of Ex-Offenders policy outlines the steps that will be taken to evaluate whether it is appropriate for the person to work with the association in any capacity.

Safeguarding Case Management Team

Members

UKBJJA Lead Safeguarding Officer
UKBJJA CEO
UKBJJA Regional Safeguarding Lead or Regional Director for the Area or UKBJJA Junior Development officer for the Area

Due to the sensitive nature of this kind of action and in order to protect and shield children and vulnerable adults from the traumas and rigors of formal disciplinary hearing, UKBJJA will use the following procedures depending on the circumstances involved. The Case Management Team will advise the CEO to appoint a Disciplinary Panel when deemed necessary.

Reports of alleged misconduct or information which raises concerns about an individual's suitability to work with children, arising from referrals from any source including a person's club, from court appearances, through recruitment or retrospective recruitment checks or from actions by employers are likely to cover a wide variety of behaviours. Each case will thus be considered on its unique merits by the Safeguarding Case Management Team as to whether misconduct has occurred or concerns require disciplinary action.

If it is decided that the behaviour does not by itself call into question suitability for the particular role, no further action will be taken by the Safeguaring Case Management Team other than to formally advise the person of the receipt of a report and the decision made. In some cases the SCMT may decide that whilst a disciplinary panel need not be convened certain re-training or learning opportunities may be recommended.

The recipient shall have the right to make immediate written representations or reserve that right should he/she be reported for misconduct on a subsequent occasion. The Safeguarding Case Management Team also reserve the right on receiving a second report, to take into account the facts of prior submissions.

If it is found that the report raises a question about a person's suitability within the sport, the Safeguarding Case Management Team shall proceed as follows:

- The accused will be advised of the receipt of a report and of the CMT's knowledge of any related disciplinary hearings or legal and /or employment proceedings. The CMT will inform whether it has decided to temporarily suspend the accused individual pending further inquiries and the CMT will inform the area/club/affiliated organisation as necessary.
- The accused will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.
- Will decide whether temporary suspension is necessary pending further investigation and will do so by discussion between at least two of the SCMT members. The SCMT will then inform the accused.

In cases where the audience and/or explanation reveal that there is no cause for concern, no further action will be taken. In some cases where poor coaching practice is revealed further training maybe promoted by UKBJJA Technical/coaching staff.

- In cases where the CMT decide that a safeguarding disciplinary hearing is warranted the procedures outlined in the UKBJJA Safeguarding Procedures .

Confidentiality

When an allegation is made every effort will be made to ensure that confidentially is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Safeguarding Case Management Team members.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Children's Social Care/in Scotland, Social Services/Police.
- Designated officers within the UKBJJA e.g. Legal Adviser.
- The alleged perpetrator (and parents if the alleged abuser is a child).

Information will be stored centrally at the UKBJJA Head Office, in a secure place with limited access to the designated people, in line with the GDPR of 2016, that information is accurate, regularly updated, relevant and secure.

Record of Offenders

UKBJJA shall keep a confidential record of people who have been disciplined, barred, restricted or warned.

All affiliated organisations, areas and/or clubs shall have the right to have the record checked by written request. Access to the list shall be restricted to designated people (Safeguarding Case Management Team members & UKBJJA Chairperson).

UKBJJA will refer details of any person who it is considered are unsuitable to work with children to the Protection of Children Act List (DBS)/in Scotland, DBS(S)A List for their consideration as to whether the person's details should be included on the list.

Responsibilities

UKBJJA will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

Guidance for the Parent or Guardian

A good coach will develop a strong trusting bond with the athletes they are coaching and this is essential in a successful coach-player relationship.

However as a parent you should check that:

- club/organisation has a published Safeguarding Policy, which ensures that the children and participants are protected and kept from harm.
- There are procedures and a Safeguarding Officer in place through which you can voice concerns.
- Coaches and volunteers are carefully recruited and suitably qualified. The coach in charge must be recognised by the UKBJJA
- Have the coaches been screened to ensure suitability to work with children?
- Are there suitable procedures for intimate care needs for children and disabled people? e.g. routines for the use of toilet facilities and supervising.
- Does the club offer regular training to staff and volunteers?
- Are there rules regarding arrangements for travelling to events?
- Are parents discouraged from watching or becoming involved? Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.
- Observe sessions and speak to other parents/carers. Do the children seem happy, equally included and engaged in activities? Do parents have to encourage their children to attend or do they look forward to club sessions?
- Is there introductory information provided for children and parents? Is the information on child protections, first aid etc readily available either on a notice board or on a club website/ social media group?

Procedures for dealing with positive Disclosure and Barring Service (DBS) and Disclosure Scotland (DS) disclosures and reports received from statutory agencies.

When information is received in the form of a positive disclosure or report/information from a statutory agency or others the following procedures will be implemented.

The UKBJJA Lead Safeguarding Officer will collate initial information to present to the Safeguarding Case Management Team. This will include the information received from a statutory agency and BJJ general information (awards held, length of time in BJJ, clubs attending, any previous relevant disciplinary action taken by the Association).

The Safeguarding Case Management Team will make one of the two following decisions:-

- No further information required – decision process undertaken/decision logged.
- More information required from the subject of the disclosure and/or statutory agencies.
- No further information needed, but action required.

When further information is obtained the Safeguarding Case Management Team will decided whether a risk assessment interview with the subject is required. If it is decided that an interview is required two members of the Safeguarding Case Management Team will conduct the interview.

When further information has been gathered and interviews have taken place (if required) the Safeguarding Case Management Team will decide whether any restrictions or action should be placed on the subject.

A nominated Board Member will review the file and approve or reject any recommendations made by the Safeguarding Case Management. The nominated Board Member may request further information from the Safeguarding Case Management Team prior to making a decision.

Appeals

Appeals must be made in accordance with the published UKBJJA Complaints & Disciplinary Procedures https://www.ukbjja.org/wp-content/uploads/2021/09/UKBJJA-Complaints-Disciplinary-Policy-September-2021.pdf

Executive Approval

The appeal will be heard under the format outlined in the UKBJJA Complaints & Disciplinary Procedures

Circumstances under which the UKBJJA may not carry out additional interviews or investigations.

It is reasonable for the UKBJJA to rely on reports from statutory agencies. In these cases the statutory agency's position would be completely independent. Specialist child protection professionals will have carried out the investigation and the subject will have been given the opportunity to answer the allegations, with the aid of legal representation.

If this is the case and the statutory agency has reached clear conclusions the UKBJJA may not carry out its own investigation but will make a risk assessment based on the report and conclusions and/or recommendations of the statutory agency.

The subject may still appeal the decision reached by the UKBJJA using the appeals procedure outlined in the UKBJJA Complaints & Disciplinary Procedures.

Recruitment of Volunteers & Staff

All those holding positions within a club must hold Enhanced DBS/PVG/Access NI whether they work directly with children/vulnerable adults or not. The same applies for any referee's or staff at UKBJJA tournaments/ training camps. Up to date safeguarding training and first aid is also essential.

Copies of all checks must be stored securely in line with the GDPR 2016.

The Club Safeguarding Officer

The UKBJJA are in the process of encouraging all member clubs to have a named Club Safeguarding Officer. This is a mandatory requirement.

The CSO will be a coach at the club and their role is to ensure that safeguarding is embedded into the club. The CSO will promote best practice throughout the club and play a key role in dealing with poor practice concerns in line with the club's own disciplinary process. Matters of a more worrying nature will be referred to the UKBJJA Lead Safeguarding Officer.

Confidentiality regarding concerns should be maintained on a strictly "need to know" basis.

Each CSO will be expected to:

• Ensure that correct ratios are followed in junior classes , with a ratio of 1 coach to 8 students in classes involving under 8's and 1 coach to 10 students in classes featuring older children.

• Be the children's advocate in the clubs leadership structure.

• Know who the UKBJJA Lead Safeguarding Officer is and how to contact them.

• Refer any club child protection or serious poor practice to the relevant Lead Safeguarding/Child Protection Officer.

• Seek advice from the NSPCC Helpline/in Scotland, Children 1st, if the UKBJJA/JS/NIJF/WJA LCPO if unavailable or in circumstances of child protection urgency.

• Seek advice from local Children's Social Care/in Scotland, Social Services, or the Police in an emergency

• Ensure the club discusses and implements the UKBJJA's Safeguarding Policy including all best practice advice on travel, tournaments, use of images etc.

• Ensure that all relevant volunteers and coaches at the club have an Enhanced DBS Disclosure carried out by the UKBJJA/in Scotland, aa PVG Scheme membership, carried out by UKBJJA.

• Promote, support and encourage the benefits of the child protection and best practice education and awareness programme.

Good practice - getting it right

Every BJJ club must have a child protection policy. For that policy to be effective members need to understand what it means and how it is integrated into daily BJJ activities.

A child protection policy is the foundation of a well-run and effective club.

By signing up to the UKBJJAs Safeguarding Policy and implementing the key policies and procedures outlined below, best practice will soon become common practice.

Policies check list

- Safeguarding policy statement
- A whistle blowing policy
- Health and Safety policy see appendix 4
- Equality policy
- Codes of conduct for all parties (athletes, coaches etc)

It is proven that codes of conduct written by the children and young people in your club have more impact and meaning for them than one written by adults.

An idea to achieve this might be to alter one of your sessions. Give the children 30 minutes or so to write their code of conduct. They may need your guidance to get them started but essentially it's their policy.

Place a copy of this on your club wall on A2 plain paper and get each child to sign their code (and new members on joining).

If your club has space a similar idea for parents, officials and coaches would complete the public statement of your commitment to each other at the club.

Procedures check list

- A Club Safeguarding Officer appointed
- Procedures for reporting concerns about the welfare of a child or young person
- Complaints and disciplinary procedures in line with the UKBJJA policies https://www.ukbjja.org/wp-content/uploads/2021/09/UKBJJA-Complaints-Disciplinary-Policy-September-2021.pdf
- A system for gathering athlete and parental consent (see appendix 2)
- An avenue for young people to express their views and have them heard
- Information for parents, carers and athletes
- Travel and overnight stay procedures.
- Appropriate training should be provided for staff and volunteers so that they are aware of and sensitive to potentially abusive situations.

Safeguarding for Competition Organizers

Competition organizers should ensure that: -

- Their event has a named safeguarding lead for parents/coaches/athletes to contact.
- That all event staff have the appropriate DBS checks carried out and are clear on the rules for the appropriate age groups..
- That junior athletes should under no circumstances fight juvenile or adult competitors in matches.
- That juvenile athletes should under no circumstances fight adult competitors in matches.
- That where possible separate changing facilities are provided for junior athletes of both sexes rather than shared with adults.
- That the UKBJJA Youth Policy guidance on merging divisions is followed at all times (maximum of one age group or weight class and then only with parent/coach consent)
- That any concerns are recorded and reported in line with UKBJJA Safeguarding policy.

Appendix 1 – Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

The guidelines will also include the views and suggestions of children. These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating, or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc.
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities. Further guidance can be found at CPSU - https://thecpsu.org.uk/resource-library/2013/managing-challenging-behaviour/

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants, or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioral reinforcement - rewards for good behavior, consequences for negative behavior.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/ young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted.. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way, which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force -i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Staff/volunteers should never employ physical interventions that are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviors that are likely to require physical intervention this should be discussed with parents/careers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the Club Safeguarding Officer as soon as possible.

Views of the child

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn't directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

It is important that staff and volunteers are made aware of and understand the organisation/club's guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

A policy for managing challenging behaviour

In conclusion, all organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy. It should clearly set out the following:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to 'high risk' behaviours'. This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.
- The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must NEVER be made as a punishment or to get children to comply with instructions.
- The guidance, information or any support and/or training available to staff/volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police.
- What will happen after an incident? Your organisation must have in place arrangements to check on the physical and emotional wellbeing of the child and staff, guidance on recording, who should be informed and a system for recording and monitoring.

This briefing has been developed from "Creating a Safe Environment in Sport, Scottish Governing Bodies Child Protection Guidelines" (sport Scotland/ Children 1st)

Appendix 2 – Photography and Publishing Images

Principles

The UKBJJA is committed to providing a safe environment for children and young people under the age of 18.

Essential to this commitment, is to ensure that all necessary steps are taken to protect children and young people

from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.

Key Concerns

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on jBJJ web sites and other publications. By adhering to the principles outlined and adopting the practice highlighted in these guidelines, you will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children/young people.
- The use of photographic filming equipment at BJJ events.
- The use of video equipment as a coaching aid.

And adopt the following key principles:

- The interests and welfare of children taking part in BJJ are paramount.
- Parents/careers and children have a right to decide whether children's images are to be taken, and how those images may be used.
- Parents/careers and children must provide written consent for children's images to be taken and used.
- Images should convey the best principles and aspects of BJJ, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event.
- All images of children should be securely stored.
- In the case of images used on web sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and their parents or carers to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- If the player is named, avoid using their photograph.
- If a photograph is used, avoid naming the player. NEVER publish personal details (email addresses, telephone numbers, addresses etc.) of a child or young person.
- Only use images of players in suitable dress (Tracksuit, full gi i.e. t-shirt/shorts/skirt, off mat clothing) to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children/and young people taking part in BJJ. This might include:
    - Boys and girls
    - Ethnic minority communities
- Children and young people with disabilities

Ensure that images reflect positive aspects of children's involvement in BJJ (enjoyment/competition etc.).

Use of Photographic Filming Equipment at BJJ Events

The UKBJJA does not want to prevent parents/carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All Clubs and Areas should be vigilant about this possibility. Any concerns during an event should be reported to the Club SafeguardingOfficer or the Tournament Director/Safeguarding Officer.

If you are commissioning a photographer or inviting the press to an event, it is important that they understand your expectations of them in relation to child protection.

You should:

- Inform players and carers that a photographer will be in attendance at an event and ensure they give written consent to both the taking and publication of films or photographs.
- Ensure that a system is introduced to ensure that press photographers are made aware of those children/young people without consent for images to be taken.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Do not allow unsupervised access to players or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a player's home.

If carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations:

- Carers and spectators should be asked to register at an event if they wish to use
- photographic equipment including mobile phones with photographic technology.
- Players and spectators should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the Safeguarding Officer, event organiser or official, and recorded in the same manner as any other child protection concern.

Professional photographers/ filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.

Students or amateur photographers / film / video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event and how they intend to use any images taken.

All other spectators wishing to use photographic / film / video equipment should register their intent with the promoter of the event.

Accreditation procedure:

A system should be established whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details also recorded. Ideally identification details should be checked with the issuing authority prior to the event.

On registering, organisers of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation. Where regular events occur, the identifying label should be changed to prevent unofficial replication.

Public Information:

The specific details concerning photographic / video and filming equipment registration should, where possible, be published prominently on event websites and announced over the public address system prior to the start of the event.

These restrictions apply to all UKBJJA competitions

The recommended wording is:

In line with the UKBJJA's Safelandings Policies and Procedures, the organisers of this event request that any person wishing to engage in any video or photography must register their details with event staff before carrying out any such photography.

Use of Photographic and Filming Equipment as an aid to Coaching

The UKBJJA acknowledges that videos can be a legitimate coaching aid for coaches and wants to ensure that this training medium can be used to help a child's skill development within the sport. Through this policy, the UKBJJA aims to protect children and vulnerable adults from those people wishing to take photographs and video footage for inappropriate use.

However, if it is to be used make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely. Information about use of videoing and retention and storage of video footage could be included in the consents sought on the registration form.

- Ensure that the performers and their Parents/carers are aware of the purpose of the filming as a coaching aid. You must obtain consent in writing from parents/legal guardians before filming/photographing a child.
- Ensure that the Club Safeguarding Officer and One Other responsible and approved adult is present to ensure that performers are protected against inappropriate filming.
- Care should be taken to securely store the video materials to avoid Inappropriate usage.

Website Images

There have been concerns about the risks posed directly to children and vulnerable adults through the use of photographs on sports websites. Photographs can be used as a means of identifying children when they are accompanied with personal Information, e.g. this is X that attends Y School/BJJ Club and likes to Play the guitar. This type of additional Information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse.

Secondly the content of the photo can be used or adapted for inappropriate use and there is evidence of the adapted material finding its way onto child abuse images.

The UKBJJA advocates these guidelines:

- Avoid the use of the first and surname of the individuals in a photograph an easy rule to remember is:
    - If the athlete is named avoid using their photograph.
    - If the photograph is used avoid naming the athlete.
- Group shots make children less vulnerable.
- Written parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing BJJ.
- Ask the players permission to use their image. This ensures that they are aware of the way that the image of them is being used to represent BJJ

Only use athletes in suitable dress to reduce the risk of inappropriate use.

Appendix 2A Sample consent form for the use of photographs or video

(Parents and children)

(Club or organisation) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The **(Club or organisation)** will follow the guidance for the use of photographs a copy of which is available from the UKBJJA.

The (**Club or organisation)** will take all steps to ensure these images are used solely for the purposes they are intended.

If you become aware that these images are being used inappropriately you should inform **(Club or organisation)** immediately.

I **(parent/carer)** consent to **(Club/organisation)** photographing or videoing **(insert name)**

Signed:
Date:

I (**insert name of child)** consent to **(Club or organisation)** photographing or videoing my involvement in BJJ

Signed:
Date:

Appendix 2B UKBJJA - Single Event Video/Photographic Usage Registration Form

I confirm that the information I have provided is to the best of my knowledge correct. I agree to abide by the UKBJJA guidelines on video/camera usage at BJJ events.

Applicant signature:
Date:

NOTES

The Tournament Organiser reserves the right to refuse permission to video/photograph at this event.

This form is not required for general photography but must be completed if you intend to use telescopic or zoom lens. Please note that regardless of the equipment used children should not be filmed/photographed outside of contest situations without the express permission of their parent/legal guardian or person acting in loco parentis.

This form does not need to be sent to UKBJJA Head Office; however event organisers should keep these forms, as they will be requested by the UKBJJA in the event of a complaint/query.

Requests to see identification documentation are at the discretion of the Event Organiser. It is recommended that organisers' request sight of press ID cards for press applicants.

For the purpose of these forms a child constitutes a n athlete under the age of 18.

TEAR OR CUT ALONG THIS LINE

VIDEO/CAMERA USAGE CONFIRMATION OF REGISTRATION

…….. (name) has registered to film at ……..…… (event name)

on ……. (event date).

The above named person has registered as a ……(parent/coach/press/other)

Event organiser signature:
Date:

Slip to be produced by applicant on request during this event.

Appendix 3 – UKBJJA Safeguarding Incident Record Form

Appendix 3 CHILD'S DETAILS			
First name:		**Surname:**	
Date of Birth:	**Sex:**	M	F
Parents/Carer's name(s):			
Address:			
Postcode:			
Telephone:			
ETHNIC GROUP - *Please choose the category that best describes the Childs ethnic group from the following list and tick the appropriate box*			
A1. British	**A2. Irish**	**A3. Any other White background (please write in)**	
B1. White and Black Caribbean	**B2. White and __** Black African	**B3. White and Asian**	**B4. Any other Mixed background (please write in)**
C1. Indian	**C2. Pakistani**	**C3. Bangladeshi**	Any other Asian background (please write in) **C4.**
D1. Caribbean	**D2. African**	**D3**. Any other Black background (please write in)	
E1. Chinese		**E2. Any Other background (please write in)**	
DISABILITY - *The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal Day-to-day activities. Please choose the description that best describes the nature of the Childs disability and tick the appropriate box.*			
A. Visually Impaired	**B. Hearing Impaired**	**C. Physical Disability**	**D. Learning Disability**
E. Multiple Disability		**F. Other (please write in)**	

Appendix 3 YOUR DETAILS	
First name:	**Surname:**
Position:	**Club:**
****Home Address:**	
Postcode:	**Telephone:**

INCIDENT DETAILS	
Date & time of incident	
Are you reporting your own concerns or responding to the concerns raised by someone else?	
Reporting my own concerns	Responding to the concerns raised by someone else
If responding to concerns raised by someone else please provide their name and position within the club	
Name	Telephone
Please provide details of the incident or concerns you have, including dates, times and venue	
Please detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue	
Please provide details of further action taken to date	

External Agencies Contacted -

Police (please circle)	Y N	If yes, which?
Name and contact number:	**Details of advice received:**	
Social SERVICES	Y N	If yes, which
Name and contact number:	**Details of advice received:**	
Name and contact number:	**Details of advice received:**	
LOCAL AUTHORITY	Y N	**If yes, which?**
Name and contact number	**Details of advice received:**	
OTHER (e.g. NSPCC)	Y N	**If yes, which?**
Name and contact number	**Details of advice received:**	
Sign		
Print Name		
Date		

Appendix 4 Useful Contacts

Child Protection in Sport Service

CHILDREN 1ST

61 Sussex Street,

Glasgow,

G41 1DY

0141 418 5674

www.childprotectioninsport.org.uk

sportscotland

Caledonia House

South Gyle,

Edinburgh

EH12 9DQ

0131 317 7200

www.sportscotland.org.uk

ChildLine Scotland

0800 1111

www.childlinescotland.org.uk

ParentLine Scotland

0808 800 2222

Child Protection in Sport Unit

0116 234 7278

(NSPCC- covers England, Wales and Northern Ireland)

www.thecpsu.org.uk

Scottish Disability Sport

0131 317 1130

www.scottishdisabilitysport.com

Disclosure Scotland

0870 609 6006

www.disclosurescotland.co.uk

Scottish Executive

www.scotland.gov.uk/childprotection

Commissioner for Children and Young People

www.cypcommissioner.org

Volunteer Development Scotland

01786 479 593

www.vds.org.uk