



Child Protection Policy and Procedures

Mission Statement

All children have a right to protection from abuse, violence and exploitation. Kissaki-Kai works to create a safe environment for children and vulnerable adults to benefit from our programs.

Kissaki-Kai accepts its duty of care for children and vulnerable adults, who need protection and safeguarding for many reasons.

Definition of child abuse

“All forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has the care of the child.”

A person may abuse a child by inflicting harm, or by failing to prevent harm.
In England and Wales there are generally four categories of recognised abuse:

- 1) Physical injury:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child including fabricating the symptoms of, or deliberately causing, ill health to a child.
- 2) 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, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child’s basic emotional needs.
- 3) Emotional abuse:** persistent or emotional ill treatment of a child that adversely affects their development. May involve conveying to a child that they are worthless, unloved, and inadequate, there only to meet the needs of another; or where inappropriate expectations are imposed upon them. In addition it includes children who are regularly frightened, exploited or corrupted.
- 4) Sexual abuse:** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.
This may also include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

*unlikely to occur in a karate club situation, but mentioned here for completeness.

Procedures:

It is not the instructor's task to decide whether a child has been abused, but to refer concerns to the Child Protection Officer (CPO).

All information relating to any concerns about abuse by Kissaki staff and volunteers must be sent and/or copied to the CPO so that all incidents, minor or major are recorded. The CPO will then relate the information to the head of the local operation (UK, Ireland, Belgium etc.) as well as to the head of the international association.

This information will be kept securely and confidentiality will be respected. Confidentiality will only be breached if and when it is in the best interests of a child.

A simple form is attached below and will be available in the local language from the local head office. The form must be posted, e-mailed or faxed to the respective office within 48 hours of any concern being raised.

Any complaint received referring to a Kissaki instructor or member, will result in the suspension of that person until the matter is satisfactorily resolved. Kissaki-Kai will automatically revoke the membership of any instructor or member who is proved guilty of any abuse as defined above (1,2,3,4).

It is not within the scope of Kissaki-Kai instructors or the CPO to decide upon the validity of a complaint. However, in the first instance, the CPO should interview the person complained against and decide with the complainant whether a mistake or misunderstanding has occurred, in which case the instructor or member will be re-instated.

Any matters not resolved in such a manner must be referred by the CPO to the relevant local authorities (Social services/ NSPCC) or the police as well as the country's head of Kissaki-Kai and the international head of Kissaki-Kai.

Concerns not relating to Kissaki staff or volunteers

Should instructors or volunteers come across families where children are being maltreated: In the UK all concerns should be referred to local social services/police department. The NSPCC Child Protection Helpline (UK: 0808 800 5000) can also be called in situations where some external advice or guidance is needed. In other countries, referrals will depend on existing legislation. Each country's head of association needs to investigate the situation in their country. The best interests of the child should always be the overriding concern.

Explaining the policy and procedures will form part of the induction process for new instructors or volunteers.

Instructor / Staff / Volunteer Recruitment and Criminal Records Bureau (CRB) checks:

Kissaki-Kai will strive to ensure that it applies the highest standards in its recruitment and vetting policies. In each club we strive to have the head instructor or at least one instructor undergo a CRB check. This checked person will be responsible for communicating with the CPO.

New instructors:

Dojo Head Instructors:
Safeguarding checks (CRB checks), and disclosure of previous convictions or police checks (if disclosure is unavailable), form an important part of our admission policy. If CRB checks are impossible then other checks must be put into practice and noted. This is to include checking evidence of identity, authenticity of qualifications, self-declaration about previous convictions and taking up at least two references.

New volunteer instructors within a dojo:
We will require voluntary disclosure of previous convictions.

Existing Instructors and Volunteers:

All Instructors and Volunteers must disclose any convictions immediately.

Failure to do so will result in withdrawal of instructor's certificate and all teaching assignments.

Should a new or existing instructor's disclosure or CRB check raise concerns, the results of the check will have to be reviewed and the respective person will not be allowed to teach children or vulnerable adults.

Depending on the details of the issues raised, that person may still be allowed to teach in a group situation where at least one other responsible adult with a clear CRB record is present at all times.

This decision needs to be made unanimously by the CPO, the local head of Kissaki-Kai and the international head of the association.

Prevention:

Camps or regular teaching activities will be covered by each country's child protection guidelines. This will vary according to regulations in each country. Where there is no guidance, the country program should have its own policy that best safeguards children.

Codes of practice and behaviour:

Through defining what is and is not acceptable behaviour, good practice can be promoted and opportunities for abuse minimised. (See Code of Conduct)

- Sexual exploitation and abuse by Kissaki instructors constitute acts of gross misconduct and are therefore grounds for termination of instructor's permit and membership of Kissaki-Kai.
- Sexual activity with children is prohibited regardless of the age of majority or age of consent locally. A mistaken belief about a child's age is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour are prohibited.
- Where an instructor develops concerns or suspicions regarding sexual abuse or exploitation by a colleague, whether in the same organisation or not, s/he must report such concerns to the CPO.

Communication and Implementation:

All parties are to be informed that they can communicate their child protection concerns to the CPO. Contact information for the CPO will be published on the Kissaki International Website and on the Support Form below.

Dojo head instructors should make all volunteers, parents and children aware of this policy.

Support form:

Are you reporting your own concerns or passing on those of somebody else? Give details.

Brief description of what has prompted the concerns (include dates and times of any specific incidents):

Observations made by you: Physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so what was said?

Has anybody been alleged to be the abuser? If so give details.

**Have you consulted an external agency or reported this to anyone else?
Give details (name of person, name of organisation, date and time).**

Does the child require medical attention?

Your name and email address, tel number:

Your relationship to Kissaki-Kai:

Your relationship to the child concerned - if relevant:

Name of child:

Age and date of birth of child:

Address/place of residence (and telephone no. if available):

Please give form to head of dojo or Kissaki-Kai's UK representative:
Don Came, The Karate Academy, Unit 2, 4-10 Cornfield Lane, Eastbourne, BN21 4NE
Tel: 07952 670 349, E-mail: appliedkarate@gmail.com