

# SafeLandings Policy - April 2024



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## SAFELANDINGS

Updated April 2024

**Welcome to the revised and updated Safelandings Policy Document.**

This document includes an extensive set of guidance on all aspects of safe practice within British Judo.

There is no expectation that you will read all its content, but it is a helpful reference point in your unique role within British Judo, from our clubs to our Performance Pathway.

To assist you in navigating this document, if you go to the contents page and look for the area you require, click on it and it will take you to the page in the policy where your required area is located.

We acknowledge that this document in its present format is not user-friendly or accessible at the present time to everyone. Our commitment and vision are to work with our members to produce a more inclusive version with bite-size sections to ensure its fit for purpose to all of the Judo community.

If you have any questions or queries on Safelandings and/or advice on safe practice guidance, please contact the British Judo Inclusion, Safeguarding & Wellbeing Team; [safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk)

We all have a responsibility in safeguarding, Safelandings is simply the endorsement of your good practice.

Remember the four 'R's to safeguarding:

- **Recognise** - go with your gut feelings, if it doesn't feel right- talk to your CWO or the BJA Safeguarding Team. [Child Protection - British Judo](#) and [Introduction to Safeguarding - British Judo](#)
- **Respond** to the needs of the person at risk or something they have told you - talk to your CWO or the BJA Safeguarding Team. [Child Protection - British Judo](#) and [Introduction to Safeguarding - British Judo](#)
- **Report** - if someone is in immediate danger or risk, call emergency services on 999. Report all concerns to your CWO or the BJA Safeguarding Team. [Child Protection - British Judo](#) and [Introduction to Safeguarding - British Judo](#). From February 2024, this can be done via MyVoice, online reporting of concerns or ham (all reports will be triaged and recorded on MyConcern)
- **Record** - pass to the BJA Safeguarding Team and we will save it in our case management system.

**Andrew Bowly**

**Head of Inclusion, Safeguarding & Wellbeing**

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## FOREWARD

It gives me great pleasure to introduce the British Judo Association's Child Safeguarding Policies and Procedures – Safelandings.

My fellow Judo Board members and I believe that it is everyone's responsibility in Judo to ensure that all children and vulnerable adults in our sport have a fun and positive experience on the Judo mat.

The British Government's main aim for every child and vulnerable adult, whatever their background or circumstances is:

- To be healthy.
- Stay safe.
- Enjoy and achieve.
- Make a positive contribution; and
- Achieve economic wellbeing.

It's widely acknowledged that sport can help a child/vulnerable adult achieve all of these five outcomes and the British Judo Association (BJA) supports these principles. They fit into the BJA's Strategy Vision and Mission.

[British Judo Strategy 2022 to 2025](#)

### OUR VISION

A united judo community renowned for excellence and recognised for podium success

### MISSION

Maximise contribution of judo to British society by providing easy access to safe and inspiring clubs, centred on the judo values

I was a child judoka and my children have also practiced Judo. With this in mind, I feel more strongly than ever that, as well as having a legal responsibility, we have a moral obligation to protect everyone (in particular children and adults that may be deemed vulnerable) whilst our sport helps them achieve the five outcomes detailed above.

I am proud of the way that the membership of the BJA has taken ownership and a measure of pride in the work we have done so far. However, there is always more we can do and the continuous revision of our policies and procedures is just one of the steps we will make along the way.

The BJA feels that best practice guidance, policies, clear and transparent procedures and a robust and relevant training programme underpin good child and vulnerable adult protection. In 2006 we started delivering Judo-specific Safeguarding and Protecting Children and Vulnerable Adult Workshops; these continue to be lively and informative. They are a two-way communication tool with our tutors providing our coaches, officials and volunteers with training. Equally important is that you provide us with feedback as to your needs and concerns in safeguarding at grassroots level. This will allow us to respond to your needs quickly and efficiently and the information can be shared.

The BJA has long felt that we can produce medals at elite levels whilst safeguarding the welfare of children and vulnerable adults.

In 2007, the BJA achieved the Advanced NSPCC Standards for Safeguarding Children in Sport and are now working within The Framework for Maintaining and Embedding Safeguarding for Children in Sport. In 2023 we achieved the Ann Craft Safeguarding Framework Standard.

We need to maintain our standards and look to continually improve our mechanisms for protecting children and vulnerable adults and continue to listen to and involve children and vulnerable adults in shaping their Judo experience.

I look forward to working with staff and volunteers as we push forward on this our most important responsibility in our sport.



**Gerry Gualtieri**  
**British Judo Chairman**

## ACRONYMS

BJA	British Judo Association
British Judo	British Judo Association & Home Country Bodies
HISW	British Judo Head of Inclusion, Safeguarding & Wellbeing
JS	Judo Scotland
NIJF	Northern Ireland Judo Federation
WJA	Welsh Judo Association
CMG	BJA/JS/NIJF/WJA Case Management Group
CPSU	Child Protection in Sport Unit
DBS	Disclosure and Barring Service
CWO	Club Welfare Officer
DfE	Department for Education and Families
LSCB	Local Children Safeguarding Boards (replaced in 2018 by Safeguarding Children Partnerships in England)
NSPCC	National Society for the Prevention of Cruelty to Children
LTPD	Long Term Player Development
SRUK	Sport Resolution UK
LADO	Local Area Designated Officer
NGB	National Governing Body
PVG	Protecting Vulnerable Groups (Disclosure Scotland)
WT 2023	Working Together to Safeguard Children, DfE 2023



## POLICY AND PRINCIPLES

### Policy

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

**Everyone has a role to play in safeguarding children from abuse. For some roles such as Welfare Officers and Coaches, the duty is explicit and they regularly attend safeguarding courses, but everyone in Judo has a role to play as the eyes and ears of the BJA and any concerns can be discussed with the Welfare Officer, the Safeguarding Manager or Deputy Safeguarding Manager.**

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Child abuse and particularly child sex 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.

[Safeguarding People - Care Quality Commission](#)

[CPSU What is Safeguarding](#)

Abuse can occur within many situations including the home, school, and a sporting environment. Some individuals will actively seek employment or voluntary work with children or young people to harm them. Everyone working in Judo, 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 young people and preventing their abuse.

British Judo upholds the principle that all children and young people whatever their age, culture, disability, gender, language, racial origin, religious belief, sexual orientation and/or gender identify 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 (NB: in Scotland you become an adult at 16 years ([Children 1st: Scotland's National Children's Charity; Age of Legal Capacity \(Scotland\) Act 1991](#)))
- According to the National Guidance for Child Protection in Scotland (2021, updated 2023) 'Child Protection procedures may be considered for a person up to the age of 18, the legal boundaries of childhood and adulthood are variously defined. There are overlaps.' [National Guidance for Child Protection in Scotland 2021 - Updated 2023](#)
- We recognise that working in partnership with children and young people and their parents or carers is essential for the protection of children and young people.

- British Judo recognises that roles and responsibilities of statutory agencies in relation to safeguarding children and young people and promoting their welfare. It is fully committed to working together with safeguarding partners.
- Regional areas, clubs and other organisations will be provided with the appropriate documentation and support to ensure they are able to implement this, Policy.

### **Safeguarding Adults at risk (and those who may be deemed as vulnerable) Policy.**

The principles above apply equally to vulnerable adults participating in Judo and the BJA is committed to taking all reasonable steps to protect vulnerable adults from harm and discrimination within a Judo environment.

In doing so, the BJA 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 BJA 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 BJA Lead Safeguarding Officer (LSO) should be consulted. For CPSU purposes it's referred to as LSO, however in the BJA we have referred to as Head of Inclusion, Safeguarding & Wellbeing (HISW).

For further information please see the BJA's Safeguarding Adults Policy on the BJA website. It also recognises that our elite athletes may be considered additionally vulnerable.

### **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.

The BJA is engaging in the completion of a Diversity & Inclusion Action Plan, a requirement of the Revised Code for Sports Governance [Revised Code for Sports Governance](#) for completion by April 2024 and will be registering and working within the new [Moving to Inclusion](#), an initiative from the UK Sports Councils.

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

The BJA 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, sexual orientation or political belief [Equality Act 2010](#).



## OUR RESPONSIBILITIES

British Judo recognises its responsibilities both morally and legally under current legislation in all four home nations.

**England:** [Child Protection System for England](#)

**Scotland:** [Child Protection System for Scotland](#)

**Wales:** [Child Protection System for Wales](#)

**Northern Ireland:** [Child Protection System for Northern Ireland](#)

### We recognise that we have a responsibility to:

- Safeguard and promote the interests of 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 Data Protection Act 2018.
- In accordance with good practice (HM Government) we recognise that the BJA and its clubs have the following statutory duties, roles and responsibilities.
  - Effective recruitment and selection procedures, including safeguarding checks.
  - A culture of listening to children and young people.

### Our child protection procedures are intended to:

- Offer safeguards to 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, volunteer workforce, referees officials and Club Welfare Officers (Home Nation equivalent) 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 BJA coaching qualification.

In addition, refer to the CPSU Case Management thresholds: [CPSU Case Management Thresholds](#) which states

*‘This document contains guidance on how safeguarding concerns can be scaled using thresholds, enabling for the concern to be properly dealt with. This guidance should be documented as part of your safeguarding procedures. It is important that this guidance is shared and understood by all staff and volunteers at all levels of your sport.’*

And BJA new Threshold Guidance (launched in March 2024).

**British Judo:**

- Appointed a Lead Child Protection Officer (LPO). For CPSU purposes it's referred to as LPO, however in 2022 this was renamed BJA Head of Inclusion, Safeguarding & Wellbeing, HISW
- Ensured all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies.
- Will make decisions on misconduct or 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 disqualified people to relevant Government agencies for consideration by DBS and other home nation equivalents.
- Provide support, training, and guidance to CWO and clubs via judo staff or tutors and through recognised child protection training providers.
- Monitor and evaluate the implementation of this Policy.

## CATEGORIES OF ABUSE

### Physical

The following categories are taken from Working Together to Safeguard Children 2023 (England and these may change in line with the lives of children in the UK).

[Working Together To Safeguard Children, DfE, 2023](#)

[Working Together To Safeguard Children 2023 - Summary of Changes](#)

### Types of Child Abuse and How to Prevent Them ([NSPCC Types of Child Abuse](#))

A form of abuse which may involve hitting, shaking, throwing, positioning, 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 Judo situation physical abuse may also occur due to:

- Overly hard randori without mutual consent and technical justification.
- Demonstrating techniques too hard or repeatedly where the intention is to hurt or intimidate the person being thrown.
- Over training and inappropriate training which disregards the capacity of the players 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 dehydrate 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 and balanced diet and train as appropriate to the capacity of their immature and growing body.

- Inappropriate levels of physical exercises as a punishment – British Judo 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 or young person cannot explain or explains unconvincingly.
- The child or young person 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 or young person has bruising that reflects hand or finger marks.
- The child or young person has cigarette burns or human bite marks.
- The child or young person has broken bones (particularly if the child is under the age of two);
- The child or young person 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 following are possible indicators, but these behaviours can also be linked to adolescent behaviour and does not automatically mean a child or young person is being abused:

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

## Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening or not. The activities may involve physical contact, including assault by penetration such as 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 judo situation, sexual abuse may occur when:

- An adult uses the context of a training session to touch children or young people in an inappropriate sexual way, e.g. during groundwork. See NSPCC guidance [Physical contact and young people in sport | CPSU \(thecpsu.org.uk\)](https://www.nspcc.org.uk/keeping-children-safe/sexual-abuse-and-exploitation/physical-contact-and-young-people-in-sport/)
- Coaches or volunteers use their position of power and authority to coerce young players into a sexual relationship.
- Coaches imply better progression of the player 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 judogi trousers (and given a 0.5kg weight allowance) and t-shirt for girls, optional for boys (and given a 0.6kg weight allowance). The weigh-in must be conducted in an open environment.

British Judo recognised that there are some senior events where there may be players entered who are under the age of 18. For these events players under the age of 18 will weigh-in under junior rules as outlined in the BJA Events Handbook.

## Signs and Indicators of Sexual Abuse

### Physical Signs

- The child or young person has pain, itching, bruising, or bleeding in the genital or anal area.
- The child or young person has any sexually transmitted disease.
- The child or young person has recurrent genital discharge or urinary tract infections without apparent cause;
- The child or young person has stomach pains or discomfort when they are walking or sitting down.

### Behavioural Signs

- There are sudden or unexplained changes in behaviour.
- They make sexual drawings or use sexual language that is not appropriate for their age of development.
- The child or young person has an apparent fear of someone.
- The child or young person possesses unexplained amounts of money or receives expensive presents.
- The child or young person runs away from home.
- The child or young person takes a parental role at home and functions beyond their age level.
- The child or young person has nightmares or wets the bed.
- The child or young person is not allowed to have friends (particularly in adolescence);
- The child or young person is self-harming, self-mutilating, has suicidal thoughts or attempts suicide.
- The child or young person alludes to secrets they cannot reveal.
- The child or young person is reluctant to get changed for PE or sport.
- The child or young person displays sexualised behaviour or knowledge (particularly in young children);
- The child or young person has an eating disorder such as anorexia, bulimia or overeating.
- The child or young person 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 also 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 also involve serious bullying (including cyber bullying) causing children to feel frightened or in danger frequently, or the exploitation or corruption of children. Some level of emotional abuse is involved in all maltreatment of a child though it may occur alone.

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

- Provide repeated negative feedback in public or private.
- Repeatedly ignore a young player's efforts 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 or 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, self mutilates or attempts suicide.
- The child shows an inability to cope with praise.
- The child is reluctant to have parents contacted.
- The child has developed an eating disorder, such as anorexia, bulimia or overeating.

### 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 because of material 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);
- Ensure access to appropriate medical care or treatment.
- Neglect or be unresponsive to a child's basic emotional needs.

### In a judo 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 or lose weight.
- A young player is not provided with the necessary fluids for rehydration.
- A young player is exposed to an unacceptable risk of injury.
- Exposing children and young people to unhygienic conditions.
- Exposing children and young people to a lack of medical care.



- Non-intervention in incidents of bullying or taunting (an example of good practice is Judo Scotland Anti-Bullying Policy for Clubs);
- Forcing or coercing a child to train or compete when injured.
- Withholding food or other inappropriate weight management methods.

## Signs and Indicators of Neglect

### Physical Signs

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

### Behavioural Signs

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

## Bullying

[Bullying - Safeguarding Network](#)

[NSPCC Protecting Children from Bullying and Cyberbullying](#)

### Throw bullying out of judo 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, 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 or 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 or at school, at a sporting venue, 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 BJA 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, which can take place in the real world or virtually, including:**

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

**In a judo situation, bullying may occur when:**

- A parent or carer/coach who pushes too hard.
- A coach who adopts a win at all costs philosophy.
- A player who intimidates others.
- An official who places unfair pressure on a person.
- A coach is overzealous.
- A coach reverts to aggressive physical or verbal behaviour.
- A coach who torments, humiliates, or ignores an athlete in their charge/care.

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

Children and young people's lives evolve as the world they live in changes, and we encourage keeping abreast of these issues. There are several new risks to children and young people from County Lines to social media.

[NSPCC Types of Child Abuse and How to Prevent Them](#)

### **Poor Practice and Abuse**

[CPSU Child Abuse in a Sports Setting](#)

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 peer's behaviour is inappropriate and may be causing concern to a young person within a judo setting.

Poor practice includes any behaviour that contravenes 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 Judo and will be treated seriously with appropriate action. 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 or young person with a disability who is used to being excluded from activities or a bullied child or young person who is used to being mocked. Children and young people 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 and Potential Vulnerability**

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

[NSPCC Safeguarding Children and Child Protection](#)

[NSPCC Safeguarding Deaf and Disabled Children](#)

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 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 and diverse communities**

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

- Experiencing racism and racist attitude.
- 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 CWO (who will seek advice from the BJA and/or Home Nation Safeguarding Team).

[UK Sport Tackling Racism and Racial Inequality in Sport Review](#)

### **Equality/Equity Training**

In addition to sports equality/equity workshops (Equality/Equity in Your Coaching and A Club For All) your local Safeguarding Children's Partnership (or home nation equivalent) will provide equality training. You will find details of your local safeguarding partners on the internet. If you do not have internet access, contact your local authority via post or telephone requesting contact information for your local Safeguarding Children's Partnership (or home nation equivalent).

### **Children and young people who take on leadership roles.**

Taking on a leadership role within Judo is intended as an enjoyable and positive learning experience. However, coaches, club officials, players, parents, and spectators in both adult and junior Judo often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child.

Consequently, 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 Judo. 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 BJA's child protection 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, players and spectators behave appropriately towards children and 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, or parents.

We are presently exploring the development of junior welfare officers and this an initiative which we hope to pilot and implement in 2024 through coproduction with the BJA Junior Leaders Group.

### **Elite Athletes**

Elite athletes may be considered vulnerable, so the BJA has produced relevant procedures.

### **Reducing the potential for vulnerability**

It is important for all clubs, BJA Areas and event managers to be extra vigilant in creating a safe culture including:

- Finding ways of understanding and communicating with all children and young people.
- Always Ensuring best practice in physical and health care.
- Developing knowledge of the diverse cultures they serve.
- Respecting cultural differences.

- Respecting different sexual orientations and disabilities.
- 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 any 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 club officials 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 Judo. It should be seen as a strength of the club to approach families, education, health, Children's Social Care (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 BJA 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 or 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. Reporting and recording concerns in and out of sport can help to evidence any ongoing cumulative concerns.

**Remember, it is not your job to decide whether 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 able 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. You should remember to raise your concerns if there is a combination of unexplained changes over a period. It unsure speak to your CWO (who will seek advice from the BJA and/or Home Nation Safeguarding Team).

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.

Remember the 4 'R's to safeguarding [UK Coaching The Three Rs of Safeguarding](#) and [NSPCC Recognising and Responding to Child Abuse and Neglect](#)

- Recognise
- Respond
- Report
- Record

## CHOOSING RIGHT

**British Judo belief:** British Judo 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 maximise safety but if the culture of our sport – how British Judo 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, e.g.: an adult responsible for a child or young person may notice a change in their behaviour or appearance that causes them concern; a parent may raise a concern about the behaviour of a BJA staff member or volunteer or information may be disclosed during a recruitment process that raises concern about a person's suitability for the role they are applying for. Occasionally children and young people 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 or young person 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 receives this information should:

Remember BJA Strategy: [British Judo Strategy 2022 to 2025](#)



## DOs: CHOOSING

- C:** Calm - remain calm so as not to frighten the child or young person, ensure they are calm and feel safe
- H:** Honest – you need to explain that you will have to tell others to help stop abuse
- O:** Offer support – reassure the child or young person is not to blame and they were right to tell
- O:** Out of public domain – maintain confidentiality, only tell to protect on a ‘need to know’ basis
- S:** Serious – show the child or young person you are taking them seriously
- I:** Immediate medical treatment may be needed. Take the child or young person to hospital or call for an ambulance, inform doctors of medical concerns and ensure that they are aware that this is a child or young person protection issue.
- N:** Note what the child or young person said as soon as possible. There is a referral and information form included in the Appendices of this policy. 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 28 and 29 explain how to deal with a concern about possible poor practice and/or child or young person abuse within a Judo setting.

## DONTs: RIGHT

- R:** Rush into action 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 or carers where appropriate. In most cases people working within British Judo do not have the skills necessary to help the parents or carers deal with the news that their child has been abused. Therefore, in cases of suspected abuse parents or 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 or young person needs reassurance not an emotional response, blame or denial
- T:** Take sole responsibility – consult, refer, hand on appropriately

If a child or young person 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 receives this information should:

### Recording the Information – Keep it clear and simple.

Information may need to be passed to Children’s 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 Services and/or the 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 Services/care member of staff or Police Officer to whom concerns were passed together with the time and date of your call. Wherever possible, within 24 hours confirm your referral to them in writing, including a copy of the BJA referral and information form.

- Ensure all information is maintained safely in accordance with data protection legislation [Data Protection Act 2018 \(legislation.gov.uk\)](#)
- Information should only be shared on a strictly 'need to know' basis.
- Report all concern to the CWO (who will seek advice from the BJA and/or Home Nation Safeguarding Team)

### **You have concerns – what happens now?**

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

It is not the responsibility of anyone working under the auspices of the BJA, in a paid or voluntary capacity, to decide whether child or young person abuse is taking place.

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

### **Four nations safeguarding systems and what to do if you are concerned.**

**England:** [Child Protection System for England](#)

**Scotland:** [Child Protection System for Scotland](#)

**Wales:** [Child Protection System for Wales](#)

**Northern Ireland:** [Child Protection System for Northern Ireland](#)

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 CWO or person in charge if there is no CWO in place. If you are the senior teacher or coach within the club, then you will need to inform the club Chair/President.

**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 authority for a copy of the Local Authority Education Department Guidelines.

**In a Local Authority (or similar):** If you are working within a recreational or play scheme you should inform the manager of the scheme.

**Working with players away from home:** If you are working with Judo players away from home e.g.: tournaments, training camps or festivals, then you should inform the team manager, senior coach, course director or the Safeguarding Team.

If you are unsure about contacting the Social Service departments, the Police, or the NSPCC/Children 1<sup>st</sup> of if your concern is about risk due to poor practice, you can contact the relevant Judo organisation.

**England:** Lead Safeguarding Officer (in Scotland Lead Wellbeing and Protection Officer), British Judo Association Head Office, Walsall Campus, University of Wolverhampton, Gorway Road, Walsall, WS1 3BD. Tel: 0121 728 6920

**Scotland:** Lead Child Protection Officer, Judo Scotland, Edinburgh International Climbing Arena, South Platt Hill, Ratho, Newbridge, West Lothian, EH28 8AA. Tel: 0131 333 2981

**Wales:** Lead Safeguarding Officer (in Scotland Lead Wellbeing and Protection Officer), Welsh Judo Association, Sport Wales National Centre, Cardiff, CF11 9SW. Email: [safeguarding@welshjudo.com](mailto:safeguarding@welshjudo.com)

**Northern Ireland:** Lead Child Protection Officer, Northern Ireland Judo Federation, House of Sport, 2a Upper Malone Road, Belfast, BT9 5LA. Tel: 02890 383814

Where referrals are made directly to Children's Social Care and/or the Police, always ensure that the Judo organisation's Lead Child Protection Officer is informed as soon as possible.

## ALLEGATIONS

### **Allegations of abuse against members of staff and volunteers (we have produced a separate allegation and low level concerns policy that was launched in spring 2024)**

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 or young person abuse has occurred within institutions and may occur within other settings, e.g.: sport or other social activities.

This could involve anyone working with children, in a paid or voluntary capacity, e.g.: a volunteer in a club, club helpers, tutors at training camps, clinics or festivals and 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 Judo are aware of this possibility and that all allegations are taken seriously, and appropriate action taken.

It is acknowledged that feelings generated by the discover 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 or young person arising from abuse or harassment by a member of staff or volunteer should be reported immediately.

### **What is a Local Authority Designated Officer (LADO)? [The Role of the LADO](#)**

The role of the LADO is set out in **Working Together to Safeguard Children 2023 (chapter 2, paragraph 4)** and is **governed by the Local Authority duties under section 11 of the Children Act 2004.**

In Scotland the LADO role does not exist but is covered through Children's Social Care (see information relating to the role in Scotland below).

The LADO is responsible **for managing allegations against adults who work with children and young people**. This involves working with Police, Children's Social Care, employers, and other involved professionals. The LADO does not conduct investigations directly, but rather oversees and directs them to ensure thoroughness, timeliness, and fairness. Ordinarily, to ensure impartiality, the LADO will not have direct contact with the adult against whom the allegation has been made or the family of the child/children or young person/people involved but will, as part of their role ensure that these have information regarding outcomes.

This guidance outlines procedures for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self-employed.

**The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children and young people has:**

- **Behaved in a way that has harmed or may have harmed a child or young person.**
- **Possible committed a criminal offence against or related to a child or young person; or**
- **Behaved towards a child or children in a way that indicates they may pose a risk of harm to children or young people.**
- **Behaved in a way that has harmed or may have harmed and adult at risk.**

This applies if the allegation is about a current incident or has occurred historically.

There may be up to three strands in the consideration of an allegation:

- **A Police investigation of a possible criminal offence.**
- **Enquiries and assessment by Children's Social Care about whether a child or young person is in need of protection or in need of services.**
- **Consideration by an employer of disciplinary action in respect of the individual.**

The LADO is responsible for:

- **Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.**
- Managing and overseeing individual cases from all partner agencies.
- Ensuring the child or young person's voice is heard and that they are safeguarded.
- Ensuring there is a consistent, fair and thorough process for all adults working with children and young people against whom an allegation is made.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible.
- Recommending a referral and chairing the strategy meeting in cases where the allegation requires investigation by Police and or social care.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO is available to discuss any concerns and to assist you in deciding whether you need to make a referral and/or take any immediate management action to protect a child.

If you need to contact your LADO, please consult your Local Safeguarding Children Partnership (previously LSCB) or other safeguarding partners or Local Authority. Alternatively, you can go direct to the Police, Children's Social Care/Services or NSPCC in your home nation to report your concerns.

**England:** [CPSU A Talk with a LADO](#)

**Scotland:** [Child Protection System for Scotland](#); [Reporting a Child Concern to Child Protection Services Scotland 2021](#)

**Wales:** In Wales the role of the LADO extends across children's safeguarding to include safeguarding adults at risk (and those who may be deemed as vulnerable). Sometimes someone who may be causing harm to an adult at risk might work, volunteer or live with other adults who may be at risk. In these cases, the LADO will coordinate the assessment of risk to all of those adults, as well as the response to the person suspected of causing harm  
[Safeguarding Wales](#)

**Northern Ireland:** [Child Protection System for Northern Ireland](#); [Safeguarding is Everyone's Business](#)

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 CWO, or if they are not available to the person in charge. If there are concerns about the independence of persons at the club or venue, the CWO can be contacted directly (they will then seek advice from the BJA and/or Home National Safeguarding Team).

The CWO 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 BJA HISW and/or the Home Nation Safeguarding Team.

The parents or carers of the child will be contacted as soon as possible, following advice from Children's Social Care/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 BJA Safeguarding Team or Home National Safeguarding Team (unless it relates to a member of the Safeguarding Team, then it should be reported to the BJA CEO or Home Nation equivalent).

## “WHISTLEBLOWING”

### Dealing with possible poor practice in a judo setting

If you are concerned about the behaviour of another adult in Judo towards a young person

If the child requires immediate medical attention, call an ambulance and inform the doctor that there is a child protection concern.

Report concerns to the Club Welfare Officer who will:

- Complete the British Judo Child Protection Referral Form
- Report to the British Judo Safeguarding Team or Home Nation Safeguarding Team (unless it relates to a member of the Safeguarding Team, then report to the BJA CEO or Home Nation equivalent)
- Where urgent concerns (if British Judo Safeguarding Team unavailable) refer immediately to Children’s Social Care/Police and copy referral form to both and the British Judo Safeguarding Team or Home Nation equivalent within 24 hours

British Judo Safeguarding Team and/or  
Home Nation Safeguarding Team

BJA Child Protection Case Management Group  
Decide which “route” the case should take

Alleged Minor Poor Practice should be referred to club with advice on process to be followed:

1. Complaints procedure
2. Disciplinary process
3. No further action

Possible outcomes:

1. No case to answer
2. Complaint resolved with agreement between parties
3. Training/mentoring agreed
4. More significant concerns emerged (refer to BJA Case Management Group)

Serious Poor Practice, Poor Practice with Wider Implications, Alleged Child Abuse.

Possible processes:

1. Child Protection investigation
2. Criminal investigation/proceedings
3. Investigation under disciplinary proceedings – including possible temporary supervision of person accused.

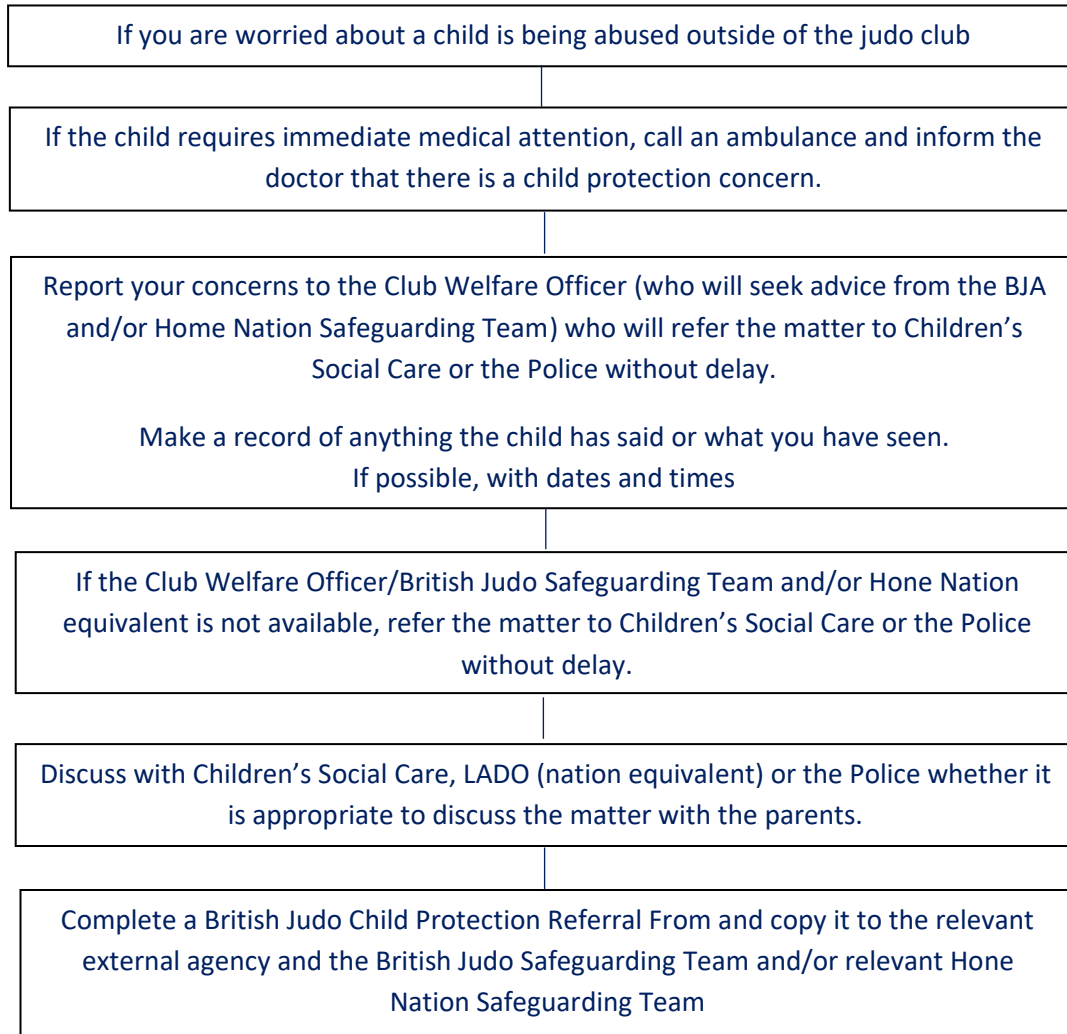
Possible outcomes:

1. No case to answer
2. Less serious – referred to complaint’s procedure
3. Disciplinary hearing – sanctions/membership suspension

In cases involving a need to refer the case to the Police or Social Services, the BJA may refer the case to Sports Resolutions UK for advice or to conduct an investigation in appropriate cases



### Dealing with possible child abuse outside of a judo setting



## THE NEXT STEP

### What happens next?

Where there is a complaint of abuse against a Judo 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 Judo organisation's CMG or Conduct and Complaints Commission.

The CMG will decide if an individual accused of abuse should be 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 and Social Services investigation will inform the disciplinary investigation. The BJA also reserve the right to obtain advice from Sports Resolutions UK (SRUK) or other legal advice. In appropriate cases, the BJA may request SRUK to take over the investigation.

If the investigation shows that the allegation is clearly about poor practice the CMG will follow the BJA's Child Protection Procedures.

Irrespective of the findings of the Police or Children's Social Services, the BJA (and other home nations) 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 Judo organisation 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 and young people should always be paramount.

### Non-Recent Allegations

Allegations of abuse may be made some period 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 and young people.

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

This is because other children or young people, either within the sport or outside of 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 a position of trust within the BJA.

## Providing Support

British Judo 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 BJA Safeguarding Team or Home Nation Safeguarding Team.
- Via the Case Management teams.
- Provision of specialist independent organisation's contact details.
- NSPCC helpline.
- NSPCC CPSU.

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 British Judo.

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, British Judo acknowledges that having received a disclosure, individuals may have a need for some support. The Useful Contacts Appendix 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 British Judo. A list of independent support groups and help lines is provided is included in the appendices of this policy for those who have experienced abuse.

## 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 or 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 dojo (which may or may not have access to telephone, toilet, changing facilities and first aid provision) or an unknown dojo that your club must 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-Judo 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.

An adult is anyone up to 18 (in Scotland, this varies according to different legislation where you can be an adult at 16 in some cases and 18 in others). You may have volunteers or even BJA Level 1 Coaches who are not yet 18 (in Scotland, as per above this varies according to different legislation). They cannot be considered an adult legally; therefore this affects the ratio of adults to children or young people. However, you can ask parents or carers 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 BJA qualified 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 and young people. It should be a chance for all children and young people 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 children or 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/club will be 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 Team Manager with clear roles and responsibilities.
- Ensure you have sufficient staff to manage and look after the children/young people.
- Ensure that you have written permission from the parents or carers for transporting and supervising their children whilst in your care.
- Ensure that the group has agreed to act within the Judo Code and Values.
- Ensure that all staff who are responsible for young people within the team have been recruited and checked in accordance with the BJA Child Protection Policies and Procedures.
- 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 or Carers

The following information needs to be clarified and communicated to parents or carers and the team travelling to a fixture for the day:

- Method of transport.
- Pick up point.
- Destination and venue.
- Time of departure and return.
- Competition details and kit requirements.
- Name and contact details of Team Manager and coaches responsible for the team(s);
- Contact details and any medical information for the members of the team.
- Cost implications, i.e.: cost of transport, competition fee and pocket money required.

## Transport

### Private Cars

The BJA recognises that Junior and youth Judo exists on the support of volunteers and parents or carers and often private cars are used as a form of transport to away events.

The BJA 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, team managers, 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 the **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 over.
- 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 or carers must give written permission if their child/children or young person/people 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 child or young person (other than their own child or young person) in the car at any time. If an emergency arises, drivers need to ensure that the child or 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.

### If hiring transport

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

- For 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.
- 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 children or 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 [insert link];
- 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 and been checked through the recruitment procedure.
- 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 BJA Child Protection Policies and Procedures. (Attendance at a BJA Safeguarding and Protecting Children Workshop would meet this requirement);
- Coaches in Scotland must attend Sport Scotland/Children 1<sup>st</sup> Child Wellbeing and Protection in Sport training.
- For single sex groups, there must be at least one same gender member of staff.
- Any child not accompanied by a parent, guardian or carer must have a same gender staff member.

### Roles and Responsibilities:

- All members of staff need to have a clear knowledge of their role and responsibility for the team, including during 'down time';
- Where possible try to appoint a Head Coach and Team Manager. The Head Coach and coaches taking responsibility for the training and competition management of the team and the Team Manager (and any other staff) taking responsibility for any other necessary support. A Welfare Officer must also be appointed to whom children and young people can go if they have any concerns whilst they are away.
- All staff must go through an indication programme ensuring they understand:
  - BJA Child Protection Policy and Procedures/Safelandings;
  - 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 or carers are spectating at the event it needs to be made clear that the team is the responsibility of the staff, and they should not compromise this situation.
- A club should develop and publicise policies regarding the collection of young people from Judo activities. The policies should reflect the age of the children or young people, the location, time, and nature of the activity.
- The Team Manager is responsible for the team and staff at all times including maintaining good discipline (it is not the responsibility of the driver to supervise).
- All team members and staff should be familiar with emergency procedures within the vehicle, i.e.: emergency door.

### The Team Manager 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 Team Manager.
- The head count with the team is getting on and off the transport.

### Emergency Procedures:

- Medical forms must be completed, signed by the parent 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 or carer would.
- Staff must act in an emergency and take lifesaving action in extreme circumstances.

### If an emergency occurs:

- Establish the nature of the emergency and names of the casualties.
- Ensure the rest of the team are safe and supervised.
- Ensure all members of the party are aware of the situation and following emergency procedures.
- Ensure that a member of staff accompanies any casualties to hospital.
- Notify the Police if necessary.
- Complete an incident form.
- No member of the team or staff should discuss the incident.
- No member of the team or staff should speak to the media.
  - All media enquiries should be managed through the BJA Marketing & Communications Director (using Comms Playbook do you want to explain this/advise where found?). In Scotland, Wales and Northern Ireland, enquiries should be directed to the Chief Executive of the relevant home nation.
- The club home contact should be contacted, who will:
  - Contact parents or carers to keep them informed about the situation.
  - Liaise with the club staff and where necessary home nation.
  - Liaise with media contact if applicable.
  - Report the incident to the insurers using the appropriate forms if necessary.

### Insurance

BJA clubs, members and coaches have insurance cover with their membership. However, travel and medical cover is NOT included.

Details of the cover and contacts to arrange additional cover can be found on the BJA website [British Judo Membership Insurance](#).

## 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.
- Dates and duration of the trip.
- Location of the trip.
- Check if need visas.
- Check if need vaccinations or pre-trip medication, e.g.: anti-malaria.
- Identify suitable venue and facilities for both Judo and accommodation.
- How much it will cost and how much pocket money will be required.
- Conduct a risk assessment.
- What insurance cover is required.
- Supervision of players both when playing and during non-playing time.
- 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 resolve them.
- Communication with parents or carers.
- Remember to check the cultural traditions of the country. This may have an implication on what clothes should be taken, e.g.: Muslim countries.
- 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 your trip.

Children and 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 Team Manager put the safety measures in place?
- What steps will be taken in an emergency?

## Home Contact

Ensure that a list of the team and staff is left with contact number and address of the accommodation. Also, ensure that there are emergency contact numbers for all the team and staff.

**Accommodation (organisers must complete a risk assessment, including safeguarding risks)**

- Discuss your code of conduct and discipline policy with the staff at the accommodation.
- If rooms are equipped with satellite TV and or 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 Team Manager must:**

- Be sure that the players are safe.
- For wheelchair users, check the building, room and bathroom facilities to ensure their needs are met.
- Ensure all players know which rooms the staff are in and how to contact them if required.

**Communication with parents or carers**

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

- Purpose of the trip.
- Name and contact details of the Team Manager.
- Names of all the staff.
- Name and contact details of the person acting as club home contact.
- Details of the transport to and from the venue 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 players.
- Welfare and child protection procedures.
- Estimated cost, including pocket money.
- Date for paying deposit and balance.
- Insurance details.

## GOOD PRACTICE IN THE CARE OF CHILDREN AND YOUNG PEOPLE

### Information required from parents or 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 parent or carer to get their child a UK Global Health Insurance Card [Application for UK Global Health Insurance Card](#)

### Preparing players

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

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

### Feedback form the children and young people and staff

On return ask the children and young people and the staff what they enjoyed and what they would change. This will help with future planning. Children and young people have great ideas on making this fun so listen to them and make their fun ideas safe.

### Staff rations

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

- Ensure there is a minimum of two staff.
- Gender, age and ability of the team players with specific religious or cultural needs.
- Players with special needs, medical requirements or with disabilities.
- The duration of the journey.
- The competence and likely behaviour of the players.
- The number of team managers, assistants, coaches and specialist staff.
- The experience of the staff in supervising children and young people.
- The need for there to be enough people (staff) to deal with an emergency.
- The minimum requirement of a ration 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-year-olds and under and no more than 26 children involved in each party.

You can reduce potential risk to children and young people 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 and young people. Avoid working in isolation.**

[NSPCC Safe Sport Events, Activities and Competitions](#)

### **Late Collection**

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

#### **Staff and volunteers should:**

- Attempt to contact the parent or carer in the event of late collection.
- Check with the club contact for any information regarding the child or young person.
- Contact the alternative contact name/number given on the registration form and/or consent form.
- Wait with the child or young person at the agreed collection point with wherever possible other staff or volunteers.
- Remind parents and carers of the policy relating to late collection.

#### **Staff and volunteers should not:**

- Take the child or young person or to any other location.
- Ask the child or young person to wait in a vehicle or venue with them alone.
- Send the child or young person home with another person without parent or carer permission.

### **Physical Contact**

Judo 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. This is particularly applicable for groundwork.

Physical contact during Judo should always be intended to meet the child or young person's needs, NOT the adults. 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 randori than other players in the class are able 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, parent, guardian, or carer expresses reservations or concerns about the training that those concerns are addressed immediately.**

Physical contact may also be necessary to treat or prevent an injury.

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

- Where possible parents or carers should take on the responsibility for their children or young people in the changing rooms
- Where groups must be supervised in the changing rooms always ensure that this is carried out by at least two male or 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 or young people to share changing facilities unsupervised.
- It is not appropriate to allow mat side changing for adults or children and young people.
- Always follow the BJA's weighing-in procedure contained in the BJA Tournament Handbook [British Judo Events Organisation](#) and ensure that male or female officials appropriate to the sex of the players carry this out. Appropriate screened or separated facilities should be provided.

**Be aware: As a general rule it doesn't make sense to:**

- Spend time alone with children or young people away from others.
- Take children or young people alone on car journeys, however short.
- Take children or young people 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 or young person's parent or carer 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 or young person.
- Allow or engage in inappropriate touching in any form.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person even in fun.
- Let allegations a child or young person makes go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature that children or young people can do for themselves.
- Have children or young people stay at your home with you unsupervised.
- Abuse your privileged position of power or trust with children, young people, 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 or vulnerable adult on your own.

### **Just take care when children or young people need your help.**

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or young people, particularly if they are young or are children with disabilities. Personal care should be the exception not the norm, for instance if a child or young person has an accident. Only carry out such tasks with the full understanding and consent of parent or carer of the child or young person.

If a child or young person 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 the dressing or undressing or where there is physical contact to assist the child or young person to carry out activities.

If during your care of a child or young person you accidentally hurt them or the child or young person 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 parent or carer about the incident as soon as possible.

### **Positions of Trust**

#### [CPSU Preventing abuse of positions of trust in sport and activity](#)

The power and influence of an older colleague (where an under 18/in Scotland an under 16 year old 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 child or 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 staff or volunteer is in a position of trust over them. The BJA 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 Judo.

**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 Acts) they are classified as children. 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 within a relationship of trust, but the relationship of trust must end before any sexual relationship develops [CPSU Preventing Abuse of Positions of Trust in Sport and Activity](#).

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 heterosexual or homosexual relationships are acceptable in a position of trust. It is a breach of BJA policy and codes of conduct for a coach to have a relationship with a child or young person and may result in a disciplinary.



## **Abuse of trust and sexual or other abuse**

Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by the 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 relation of trust aims to:

- Protect a child or 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 such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

### **British Judo code on abuse of trust**

- Any behaviour 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 behaviour 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 of trust will be investigated according to the BJA CMG 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 child young person, it is a breach of the BJA Code on abuse of trust, and as such will result in disciplinary action.

## DISCLOSING AND BARRING SERVICE

A Disclosure and Barring Service (DBS) or Home Nation equivalent check are another tool in the recruitment procedure. A DBS informs the BJA or relevant home nation 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.

For Home Nation criminal record checks please see nation equivalent in the following links, for example in Scotland it is the PVG system.

**England:** [Disclosure and Barring Service](#)

**Scotland:** [Disclosure and Barring Service](#)

**Wales:** [Disclosure and Barring Service](#)

**Northern Ireland:** [Disclosure and Barring Service](#)

It may also tell the BJA or Home Nation that further investigations are required, for example if the person has a history of drug dealing or racist offending. Please see the BJA's website. The BJA or Home Nation will carry out DBS checks on relevant staff or volunteers every three years. Where the BJA Case Management Group (CMG) or club has carried out disciplinary procedures with an individual the BJA or Home Nation may require that the individual completes another Enhanced DBS check in an Adult and Child Workforce.

Please note that the BJA or Home Nation will not accept copies of the DBS Certificate. The applicant must provide the original DBS Certificate. This will be returned to the applicant via secure post and can be tracked if needed.

### DBS Update Service

The DBS Update Service is an online portal where you can store multiple DBS checks. This is most beneficial for people who require many DBS checks whether it be for work, hobbies, or charity work. The DBS Update Service user guides are available on the DBS page of the BJA website [British Judo DBS Update Service](#).

The type of check the BJA requires is an enhanced check in an adult and child workforce. Once you have signed up to the Update Service you will never have to complete an application form again (subject to required workforce and level of the check).

When your DBS Certificate expires (every three years) you will be required to complete a Consent to Perform a Status Check to enable us to check your status. These forms are available on the DBS page of the BJA website.

If your Disclosure holds new information the BJA will request a copy of your Disclosure certificate from the DBS which can be found on the DBS page of the BJA website. The BJA or Home Nation Safeguarding Team will complete a risk assessment to ascertain suitability to be in the role applied for.

[Government Guidance DBS Update Service](#)

**Please note** for JS members all criminal record checks must be applied for through Disclosure Scotland/PVG [Disclosure Scotland](#). For more information, please contact Luke Struthers, [luke.struthers@judoscotland.com](mailto:luke.struthers@judoscotland.com)

Please note for England, Wales and Northern Ireland all criminal record checks must be applied through BJA Head Office <mailto:safeguarding@britishjudo.org.uk>. For more information, please contact Marina Dain, <mailto:marina.dain@britishjudo.org.uk>.

### Types of DBS check available (England and Wales)

- Standard: 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: 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 with children's and or adults barred list check: To be eligible to request a check of the children's or adult's barred list, 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).
- Basic: For some roles that do not meet the criteria for a standard or enhanced check, this will only include unspent convictions and cautions. The BJA are not able to pay for basic checks, this will be the responsibility of the club or individual.

To find out which DBS check is the right one the DBS eligibility tool can be found at [Government UK DBS Check](#)

## PROCEDURES FOR BRITISH JUDO ASSOCIATION CASE MANAGEMENT GROUPS (CMGs)

Contact the BJA and Home Nation Safeguarding Team for details on CMG membership.

### British Judo Association CMG members

- BJA Safeguarding Manager
- BJA Deputy Safeguarding Manager
- BJA Head of Inclusion, Safeguarding & Wellbeing
- BJA Chief Executive
- Independent members as selected and approved by the BJA Chief Executive

### Judo Scotland CMG members

- JS Lead Wellbeing and Protection Officer
- JS Chief Executive
- JS Head of Business Delivery
- Independent members as selected and approved by the JS Chief Executive

### Welsh Judo Association CMG members

- WJA Safeguarding Officer
- WJA Board Safeguarding Lead
- WJA Chief Executive
- WJA appointed independent

### Northern Ireland Judo Federation CMG members

- NIJF Lead Child Protection Officer
- NIJF Conducts and Complaints Commission Chair
- NIJF Chief Executive
- NIJF appointed official.

All decisions to suspend a member will be made by a minimum of two CMG members which will comprise one member of staff and one independent member. Only when an independent member is not available will a decision be made by just staff members. Any such decision will be confirmed with an independent panel member once one is available.

Due to the sensitive nature of this kind of action and to protect and shield children, young people and vulnerable adults from the traumas and rigors of a formal disciplinary hearing, British Judo will use the following procedures depending on the circumstances involved. The CMG 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 or young people, arising from referrals from any source including statutory agencies, 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. Therefore, each case will thus be considered on its unique merits by the CMG as to whether misconduct has occurred, or concerns require disciplinary action.

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

The recipient shall have the right to make immediate written representations or serve that right should he/she be reported for misconduct on a subsequent occasion. The CMG also reserve the right on receiving a second report, to consider the facts of prior submissions.

If it is found the report raises a question about a person's suitability within the sport, the CMG shall proceed as follows:

- Direct the Safeguarding Team (BJA or Home Nation Safeguarding Team) to conduct an investigation (the Safeguarding Team may consult with Sports Resolutions in appropriate cases if required);
- The accused will be advised of the receipt of a report and of the CMG's knowledge.
- Related disciplinary hearings or legal and/or employment proceedings, the CMG will inform whether it has decided to temporarily suspend the accused individual pending further enquiries and the CMG 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 discussions between at least two of the CMG members. The CMG will then inform the accused.
- Following any investigation, the Safeguarding Team will brief the CMG on their findings and the CMG will decide on an appropriate outcome.
- 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 may be promoted by the BJA Technical and Coaching staff.
- In cases where the CMG decide that a safeguarding disciplinary hearing is warranted the procedure detailed in the appendices of this policy will be followed.

## **Confidentiality**

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

- CMG members.
- The parents or carers of the person who is alleged to have been abused.
- The person making the allegation.
- Children's Social Care/In Scotland Social Services and Police.
- Designated officers within the BJA, e.g.: legal advisor.
- The alleged perpetrator (and parents or carers if the alleged abuser is a child or young person).

Information will be stored centrally, in a secure server in the BJA or Home Nation with limited access to the designated people, in line with the Data Protection Act 2018 and GDPR.

### **Record of Offenders**

British Judo 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 CMG members.

British Judo will refer details of any person who it is considered are unsuitable to work with children or young people to the DBS Barred List, in Scotland Disclosure Scotland, for their consideration as to whether a person's details should be included on the list.

### **Responsibilities**

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

### **Guidance for the Parent or Carer**

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:

- The club or organisation has a notice board with information including a Child Protection Policy which ensures that the children or young people are protected and kept from harm.
- There are procedures and a CWO in place through which you can voice concerns.
- Coaches and volunteers are carefully recruited and suitably qualified. The coach in charge must have a minimum qualification of Level 2 Coach.
- The coaches have been screened to ensure suitability to work with children.
- There are suitable procedures for intimate care needs for children, young people and disabled people, e.g.: routines for the use of toilet facilities and supervised.
- The club offers regular training to staff and volunteers.
- There are 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 or carers. Do the children or young people seem happy, equally included, and engaged in activities? Do parents or carers have to encourage their child or young person to attend, or do they look forward to the club sessions?
- Introductory information is provided for children and young people to parents and carers.

## **Procedures for dealing with positive DBS and JS DS 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 Safeguarding Team will collate initial information to present to the CMG. This will include the information received from a statutory agency and Judo general information (awards held, length of time in Judo, clubs attending, any previous relevant disciplinary action taken by the BJA).

The CMG 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.

When further information is obtained from the CMG will decide whether a risk assessment interview with the subject is required. If it is decided that an interview is required two members of the CMG will conduct the interview.

When further information has been gathered and interviews have taken place (if required) the CMG 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 CMG. The nominated Board member may request further information from the CMG prior to making a decision.

## **Appeals Against a BJA Safeguarding Positive Disclosure Decision**

Appeals must be made in writing by letter or email, within seven days of the decision being advised, giving the basis on which the appeal is made (grounds of appeal) to the Chief Executive, British Judo Association, British Judo Association Head Office, Walsall Campus, University of Wolverhampton, Gorway Road, Walsall, WS1 3BD.

An appeal fee of £100 must accompany the appeal (contact the Safeguarding Team for details of payment). This appeal fee will be refunded if the appeal is successful. The Board may in some cases refund all or part of the appeal fee in the event of the appeal being denied under special circumstances. Please note that the Chair of the BJA will decide in advance whether the appeal is submitted with suitable grounds of appeal and may dismiss the appeal if the grounds are not sufficient to justify a formal appeal.

For Home Nations, please refer to home nation appeal process for any variations.

## **Grounds for Appeal**

A Director nominated by the Board will make the initial review of the file prepared by the child protection CMG on behalf the Board to ensure that it meets the grounds for an appeal.

The BJA Chair or a Director nomination by the Chair will hear all appeals assisted by a panel of two other persons who may be drawn from the Board of Directors, the BJA Council and/or others from another Sports NGB or the Sports Resolutions National Safeguarding Panel, having due regard to their skills and knowledge of risk assessment processes and their knowledge of the appellant.

Respondents may submit a written account of the grounds for their appeal, or they may appear in person or virtually. If they appear in person or virtually, they may invite a companion or representative to accompany them at

the Appeal Hearing. Such companion or representative may consult with the respondent but shall have no right to address the Panel unless invited to do so by the Appeal Panel Chair. The Chair will also invite the BJA Safeguarding Manager, their deputy or a member of the CMG to attend the appeal to answer any questions during the hearing.

Please note that an appeal hearing, if granted, will not involve a re-hearing of the issues, except to the extent necessary to examine the permitted grounds of appeal, as set out above.

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

It is reasonable for the BJA to rely on reports from statutory agencies. In these cases, the statutory agency's position will 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 conclusion the BJA 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 appeal the decision reached by the BJA using the appeals procedure in this document.

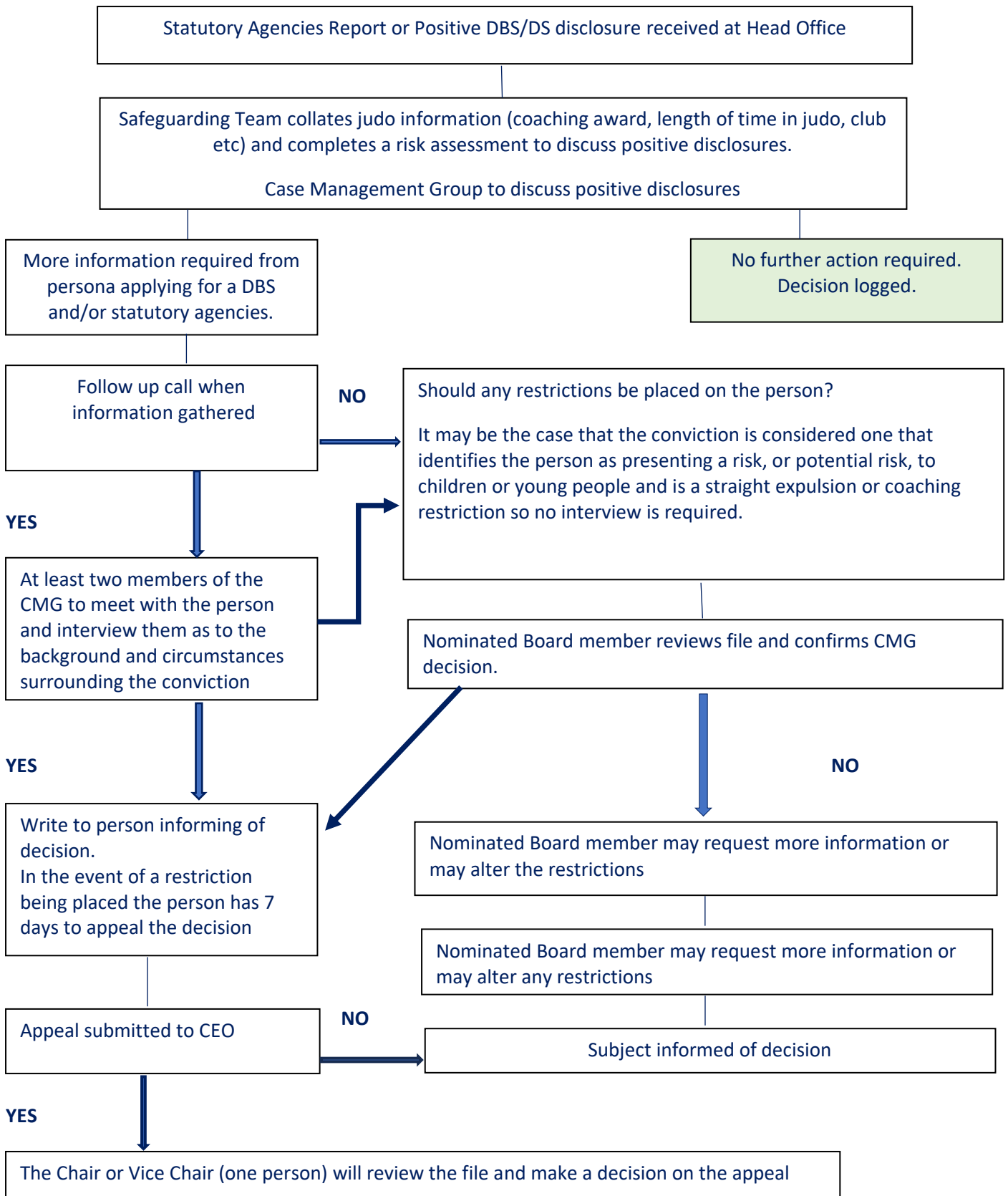
Anyone who has been subject to expulsion of the BJA under these provisions, may seek to have that decision reviewed under the following circumstances:

- A minimum of 3 years has passed since their expulsion; AND/OR
- There is new evidence which has not previously been considered that shows that the risk they pose to children or young people has been reduced (this will usually, but not exclusive, be evidence of counselling or therapy attended by the subject).

All such applications will be made in writing with an account of the grounds for review to the BJA Chief Executive together with a fee of £100 (which will be refunded if the review is successful).

The BJA CMG will then collate all the facts and conduct a further risk assessment before making a recommendation to the Board Safeguarding Lead for the final decision as to whether the subject's membership can be reinstated. There is no appeal against the review decision, but the subject may seek a review after a further 3 years if they meet the criteria.





## RECRUITMENT OF VOLUNTEERS AND STAFF

Like most sports, Judo wouldn't exist without the thousands of volunteers, which ensure the smooth running of all sorts of Judo, events, and activities. Ensuring that we encourage those individuals that are suitable for the many roles Judo has to offer is essential. Remember that a friendly well-run club is more than likely to be successful in encouraging additional volunteers.

However, we must not lose sight of the fact that a person with poor intent may seek the opportunity to work with children or young people to gain access to them and opportunities to abuse them. Therefore, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. Sound recruitment and selection procedures will help to screen out those who are not suitable to work in Judo, particularly in relation to vulnerable groups.

A thorough selection procedure is one of the most sensible and effective ways of assessing a person's suitability to work with children or young people and may itself act as a deterrent to potential abusers. People are NOT less likely to abuse children or young people because they are part time, getting paid, been giving their service for years or a friend of a friend. It is essential that the same procedure is used consistently when recruiting and selecting staff or volunteers for paid or unpaid, full time or part time roles.

The DBS (or Home Nation equivalent) provides guidance about who can lawfully be checked through the DBS enhanced disclosure. Regulated positions include:

- Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age.
- Those whose normal duties include supervising or managing an individual in their work in a regulated position.

Those whose roles at club level would clearly meet the criteria for regulated positions (whether paid or unpaid) would be a Head Coach, any coach or volunteer who is delivering activities for children or young people or supervising children and young people and anyone with designated responsibility for safeguarding such as a CWO. Clubs can also consider "Basic" checks when appropriate.

[NSPCC Safer Recruiting](#)

### Planning and Advertising

- Draft a job description and person specification that include key responsibilities, skills and responsibilities required.
- Identify the aims of the club.
- Reflect the club's positive stance on child protection and commitment to equal opportunities.
- Use an application form to collect information from each applicant.
- Ensure that more than one official looks at each application form.
- Ask for identification documents, e.g.: passport or driving licence.
- Ensure that it is stated clearly on the advert that the applicant will be subjected to an Enhanced DBS (carried out by the BJA, by DS for JS).

## **Interviewing**

- Meet with all applicants selected for interview prior to any recruitment decisions being made. This can be in person or virtually.
- Ensure more than one official is present.

The meeting/interview will enable the club to explore further the information provided in the application form or clarify gaps in information such as in employment history. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.

It is important to elicit information regarding an applicant's technical capabilities and is also necessary to explore their attitudes and commitment to safeguarding. Listed below are examples of questions that could be used to discover this information.

- Tell us about any previous experience you have working with children or young people?
- Child related scenario: It's a winter evening and the training session has finished. A parent has not arrived to pick up their child or young person, what would you do?
- Is there anything we should know that could affect your suitability to work with children or young people?
- Please give an example of a time when you have worked with children or young people and had to deal with them being distressed?

## **References**

Request at least two references from individuals who are not related to the applicant.

It is recommended that one reference should be associated with the applicant's place of work and if possible one that demonstrates the individual has been involved in sport, particularly children or young person's Judo previously.

References should be followed up prior to any offer of appointment being made. Seeking a verbal reference is perfectly acceptable, however the information received needs to be recorded.

If the references raise any concerns you are advised to contact the BJA or Home Nation Safeguarding Team for advice and guidance.

Prior to appointment clubs may contact the BJA to check whether there is any reason why the person should not be appointed.

## **Appointing Staff and Volunteers**

Clubs should consider all the information they receive via the application form: confirmation of identity; references; and BJA DBS Enhanced Disclosure, JS DS. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether to accept the applicant into their club.

## Pre-Appointment Decisions

- Any qualifications should be verified, e.g.: requesting copies of coaching certificates.
- You are responsible for your club's compliance with the Safeguarding Vulnerable Groups Act 2006, In Scotland, Protection of Children (Scotland) Act 2003 and Social Services & Wellbeing Act 2014 in Wales.
- You must be satisfied that all people working with children and young people in your club have completed an Enhanced DBS, in Scotland ensure that the individual is a PVG scheme member in relation to the work in your club and have been through an independent Safeguarding Authority check. The BJA or JS will be able to assist you in complying with the Acts relevant to the country where your club is.

## Post Appointment Decisions

It is important that once the decision to recruit a new staff member or volunteer has been taken, before appointment the following action is taken:

- New staff or volunteers are made aware of and sign up to the club's Child Protection Policy and procedures, best practice guidance and code of conduct.
- Training needs are established and actioned.
- The roles and responsibilities of the new staff member or volunteer are signed up to.
- A period of supervision/observation or mentoring is used to support the new staff member or volunteer.
- A Sports Coach UK Safeguarding and Protection Children Workshop is completed. This can be a generic workshop, but preferably the Judo specific Safeguarding and Protecting Children Workshop run by British Judo. In Scotland this is referred to Child Wellbeing and Protection in Sport and delivered by Sport Scotland and Children 1<sup>st</sup>.

Further information about the BJA's DBS Policy and Procedure and Home Nations can be found on the following websites:

British Judo [British Judo](#)

Judo Scotland [Judo Scotland](#)

Welsh Judo Association [Welsh Judo Association](#)

Northern Ireland Judo Federation [Northern Ireland](#)

## Storage of Information

Clubs must have effective measures in place to ensure the confidentiality and secure storage of information received in relation to applicants. This should include it being stored in a locked cabinet and access being restricted to authorised persons with relevant roles and responsibilities or ideally electronically saved (but storage must be compliant with DPA and GDPR).

Once someone is appointed, the following should be kept for as long as they are in post: application form; proof of identification; references; medical fitness certification (if requested); and that DBS, JS DS, has been carried out.

The storage of this data is covered under GDPR Regulations. For full details on the act contact the Information Commissioner Office [ICO](#).

## Fit and Proper Person Checklist (people in positions of trust)

It is vital that BJA clubs and BJA's Areas recognise the importance of appointing the right type of person to the position of trust for safeguarding and protecting children.

When appointing a person in a position of trust, BJA needs to ensure that we have considered their appropriateness for this role by checking them against the following essential and desirable criteria.

### Essential

- Attendance at a Sports Specific Safeguarding and Protecting Children Workshop (SPC) and the NSPCC Time to Listen CWO Workshop (note: if all criteria are met the candidate may be appointed on the understanding that they complete the two workshops within three months of taking on the role of designated person). In Scotland these are Child Wellbeing and Protection in Sport and Child Wellbeing and Protection Officer training.
- A commitment to ensuring children enjoy judo in a positive and safe environment.
- Willing and able to provide relevant references.
- Completion of an Enhanced DBS in the adult and child workforce and in Scotland the PVG scheme (as well as being a PVG member they must also have a link to the club as an employer).

A history of offending will not automatically prevent someone working with children or young people. Each case is considered on its merit. See the ex-offender's policy.

- Willingness to update skills and knowledge.
- Previous experience of working with children.
- Knowledge of and positive attitude to equal opportunities.
- Commitment to treat all children and young people as individuals and with equal concern.
- Physical health at appropriate level to carry out tasks.
- Mental stability, integrity and flexibility.

### Desirable

- Knowledge of child and young person issues.
- Knowledge of child and young person protection legislation.
- Relevant judo knowledge/understanding.
- A designated person is the person responsible for child and young person protection in any given organisation. For example:
  - In the BJA/JS/WJA/NIJF the designated person at a national level is the Lead Child Protection Officer or Home Nation equivalent.
  - In a club the designated person is the CWO
  - In a training camp the designated person may be a Camp/Training Welfare Officer or Camp Manager

If an interested individual does not currently have knowledge of child or young person protection issues and/or child or young person protection legislation this can be addressed by a sports specific Safeguarding and Protecting Children Workshop and Time to Listen Workshop specifically for CWO (or Home Nation required courses as detailed above). NB: If any person is considered not to be a 'fit' person to work with children or young people, their application should be refused.

## **The Club Welfare Officer (CWO)**

British Judo has made it mandatory for all clubs to have a CWO following recommendations in the Whyte Report.

### [Sport England Safeguarding Code - Martial Arts](#)

The BJA has set a high benchmark for the standard and type of person clubs should look for to act as the CWO and as such the BJA realises this project is not likely to be finalised in a short space of time.

The CWO will be part of the management committee of each club and their role is to ensure that safeguarding is embedded in the club. The CWO 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 BJA Safeguarding Team and/or Home Nation Safeguarding Team.

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

### [British Judo Club Welfare Officer Job Description](#)

Please see Home Nation equivalents for specific role profiles for CWO.

## **Good Practice – Getting it Right**

Every Judo 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 Judo activities. A Child Protection Policy is the foundation of a well-run and effective club. By signing up to the BJA's Child Protection Policy and implementing the key policies and procedures outlined below, best practice will soon become common practice.

## **Policies Checklist**

- Child Protection Policy statement
- Selection and Recruitment Policy
- Whistleblowing Policy
- Health and Safety Policy
- Equality Policy
- Codes of Conduct for CWOs, coaches, officials, and players

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 and young people 30 minutes or so to write their code of conduct. They may need your guidance to get them started but essentially it is their policy. Place a copy of this on your dojo wall on A2 plain paper and get each child to sign their code (and new members on joining).

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

## Procedures Checklist

- A CWO is appointed.
- Procedures for reporting concerns about the welfare of a child or young persons
- Complaints and disciplinary process
- A system for gathering player and parent or carer consent.
- An avenue for young people to express their views and have them heard.
- Information for parents, carers, and players
- A committee representative of the wider local community unity, one that is inclusive representing current members and potential members, e.g.: representing age, gender, disability, and ethnicity.
- Travel and overnight stay procedures.
- Recruitment and selection process checks are only part of the process to protect children and young people from possible abuse by coaches and administrators.
- Appropriate training should be provided for staff and volunteers so that they are aware of and sensitive to potentially abusive situations.

## Volunteer Induction

Inducting all volunteers into the BJA's Child Protection Policies and Procedures is a mammoth task and the BJA has drawn up a strategy for the roll out of this induction process.

### The BJA Induction

#### Delivery method: Short presentation

- All BJA employed staff at national level (paid or unpaid) whose roles do not include direct access to children or young people or decision-making authority over children or young people.
- All ad hoc volunteers that will encounter children or young people in a supervised manner, e.g.: general stewards for national or international events – this would include volunteers that have direct supervision of children or young people at national events.
- All individuals seeking to qualify as referees, competition officials and examiners.
- BJA Commission members
- All new BJA Board members
- In addition, please adhere to Home Nation equivalent training requirements for new members of the workforce

#### Delivery method: Workshop attendance (Safeguarding and Protecting Children)

- All members of staff with significant and/or sustained contact with children or young people or those with decision making authority over children and young people and policies, e.g.: LSO
- Volunteers at national level where they would have significant and/or sustained access to children and young people, e.g.: volunteers who supervise children at specific events, camps, training courses etc. It is anticipated that these volunteers would be selected from our existing children and young people workforce, i.e.: qualified coaches and CWOs.
- BJA Chief Executive
- All individuals seeking to become qualified coaches.

- All individuals seeking to become (appointed) CWO or Area Welfare Officer (CWOs and senior coaches will also be required to attend a Time To Listen Workshop or Home Nation equivalent training)

### **Club Welfare Officers will induct via an information pack and BJA safe recruitment of volunteer workforce in clubs**

CWOs are required to use their initiative when looking at their clubs' specific circumstances when deciding who needs inducting on the BJA's Child Protection Policies and Procedures however the BJA would offer the following guidance on those that should:

- Volunteer drivers.
- Volunteer photographer or videographer.
- On mat helpers – these may be just starting the process of thinking about coach awards but have not yet come to the attention of the BJA and started the formal process of obtaining an award.
- Tuck shop/subs desk volunteers, parents, or helpers.

### **The BJA would offer the following advice when you consider who needs inducting:**

Think from a child or young person's perspective – who in your club would the children see as being "an official". It could be someone whose role is something as simple as taking the register for the coach.

CWOs will be given a basic induction pack and training about how to manage inductions using this resource on their Time to Listen Workshop (or Home Nation equivalent).

This pack will contain the following information to be given to volunteers:

- Basic information about child and young person protection in sport.
- BJA's Child Protection Policy and Procedures (hard and electronic copy);
- A CWO registration form.
- A CWO job description.

### **BJA POLICY ON RECRUITMENT OF EX-OFFENDERS**

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff and volunteers who have a criminal record to either a paid or unpaid position within the organisation. These positions will have regular and/or intensive contact with children, young people and/or vulnerable adults.

The BJA undertakes to treat all applicants for positions within the organisation fairly and not to discriminate against the subject of a disclosure based on conviction or other information revealed.

Having a criminal record will not necessarily prevent an individual from working or volunteering in a child, young person, or vulnerable adult's position within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in an applicant not being considered for the position. In reaching a decision, the BJA may also consider Police intelligence, e.g.: several arrests for violent or sexual offences but no conviction.

The organisation implements a fair recruitment policy that ensures individuals can disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the convictions or conviction information is relevant to the position applied for.



To ensure the correct applicant is appointed and to enable the BJA to determine the relevance of any convictions or conviction information to positions applied for, the BJA will use the following recruitment tools below depending on the post applied for:

- Application form.
- References.
- Risk assessment interview.
- Enhanced DBS Disclosure Certificate (or home Nation equivalent, i.e.: PVG in Scotland);
- Self-disclosure will be requested if you are required to have a DBS in your role.

As part of the BJA recruitment policy we request the appropriate level of Disclosure Certificate at the final part of the recruitment stage when a position has been offered.

Enhanced Disclosures and checks against the Barred List will be mandatory for those applying for positions which involve a greater degree of contact with children, young people, or vulnerable adults. This will involve those regularly caring for, supervising or being in sole charge of children, young people, or vulnerable adults. For the BJA this will include coaches and CWOs.

### **Applications**

Where a position requires a DBS (or Home Nation equivalent, i.e.: PVG in Scotland) we make this clear on the application form, job advert and any other information provided about the post. All applicants are required to complete an application form. All positions within the BJA will also require an interview and applications will be required to give details of two referees.

**APPENDIX**

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**[APPENDIX 11: E-SAFETY POLICY](#)**

**[APPENDIX 12: USEFUL CONTACTS](#)**

## APPENDIX 1: MANAGING CHALLENGING BEHAVIOUR

### Managing Challenging Behaviour Guidelines

Staff or volunteers who deliver sports activities to children and young people may on occasions be required to deal with a child or young person's challenging behaviour.

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

The guidelines also include the views and suggestions of children and young people and are based on the following principles:

- The welfare of the child or young person is the paramount consideration.
- All those involved in activities (including children, young people, coaches, volunteers and parents or carers) should be provided with clear guidelines about required standards of conduct, and the organisation or club's process for responding to behaviour that is deemed unacceptable.
- Children or young people must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children or young people exhibit challenging behaviour because 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 or young person may have should be discussed with parents or carers and the child or young person 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 or young person should be supported to participate and only in exceptional circumstances where the safety of a child or young person or other young children or young people cannot be maintained, should a child or young person be excluded from activities. Further guidance can be found at [CPSU](#).

### Planning Activities

Good coaching practice requires planning sessions around the group but also involves taking into consideration the needs of each individual athlete within the group. As part of the 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 or 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 or volunteers involved.

When children or young people are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with the parents or carers and where

appropriate the child or young person. The club should seek to work in partnership with parents and 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, parents, or 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 re-registration, 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, carers, children, or young people in the context of rights and responsibilities. When children or young people 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. 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 or young person and their parents or carers. In dealing with children or young people 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.
- Behavioural reinforcement – rewards for good behaviour, consequences for negative behaviour.
- Increased supervision by staff or volunteers.
- Use of individual 'contracts or agreements for their future or continued participation;
- Sanctions or consequences can include temporary or permanent expulsion, e.g.: missing an outing; Repeat – add to point 4?
- Seeking additional or specialist support through working in partnership with other agencies to ensure a child or young person's needs are met appropriately, e.g.: referral for support to Children's Social Care, discussion with the child or young person's key worker if they have one, speaking to child or young person's school about management strategies (all require parental or carer consent unless the child or young person is felt to be 'at risk' or 'in need of protection);

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

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child or young person.
- Depriving the child or young person of food, water, accessing to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule, or humiliation.

Staff and volunteers should review the needs of any child or young person for whom sanctions are frequently necessary. This review should involve the child or young person, parent or carer and in some cases, others involved in supporting or providing services for the child or younger person and his/her family, to ensure an informed decision is made about the child or young person's future or continued participation. As a last resort, if a child or young person continues to present a high level of risk of 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 necessary to prevent a child or young person from 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 must physically intervene in a situation with a child or young person, it is in the least restrictive way necessary to prevent them from getting hurt and only used 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 intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals, and breasts. Staff or volunteers should never behave in a way which could be interpreted as sexual.
- Avoid physical intervention if you can - any form of physical intervention should be justified in keeping people safe and achieve an outcome that is in the best interests of the child or young person whose behaviour is of immediate concern. Physical intervention should NOT involve inflicting pain.
- Staff or 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 child or young person and the nature of harm or damage they might cause. All forms of physical intervention should employ 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.
- Staff or volunteers shall never use physical intervention as a form of punishment.
- Where a child or young person is identified as having additional needs or behaviours that are likely to require physical intervention, this should be discussed with parents or carers and where necessary the club will seek advice from or 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 or volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the staff or volunteers involved using the Incident Report Form and passed to the CWO and/or BJA or Home Nation Safeguarding Team.

## Views of the Child

It is clear from accounts of children and young people that physical intervention provokes strong feelings. Children or young people may be left physically or emotionally hurt. Even a child or young person 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 or volunteers, the child or young person, parents or carers 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 or volunteers, children, young people, parents, or carers 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 or young person and parents or carers about the child or young person'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 and club's guidance about managing challenging behaviours 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. BJA has produced a guidance pack with its Junior Leaders Group providing resources for clubs to engage junior members.

## 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 state 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 or volunteers may need to get involved to stop a particular form of behaviour and describe options to avoid confrontation, e.g.: a time out.
- The circumstances in which children or young people will be restrained. A decision to restrain a child or young person should be firmly based on the safety of the child or young person 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 and volunteers, particularly where they are supporting a child or young person 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 or 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 or young person and staff or volunteers, 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" and "Scottish Governing Bodies Child Protection Guidelines" (Sport Scotland/Children 1<sup>st</sup>).

## APPENDIX 2: PHOTOGRAPHY AND PUBLISHING IMAGES

### Principles

British Judo is committed to providing a safe environment for children and young people under the age of 18 (in Scotland child protection procedures can apply to under 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. See the BJA Tournament Handbook for information on taking photographs and video footage (including media footage) [BJA Tournament Handbook](#).

### Key Concerns

There have been concerns about the risks posed directly or indirectly to children and young people using photography on Judo websites and other publications. By adhering to the principles outlined and adopting the practice highlighted in these guidelines, you will be putting in place the best possible practice to protect children and young people wherever and whenever photographs and recorded images are taken and stored.

Ensuring we account for an understanding of 'person with parental responsibility' giving consent and children in care implications (extends to consent re tournament, medication, membership etc).

### [Understanding and Dealing with Issues Relating to Parent Responsibility](#)

These guidelines focus on the following key areas:

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

The following key principles should also be adopted:

- The interests and welfare of children and young people taking part in Judo are paramount.
- Parents or carers and children or young people have a right to decide whether children or young people's images are to be taken and how those images may be used.
- Parents or carers and children or young people must provide written consent for the child or young person's images to be taken or used.
- Images should convey the best principles and aspects of Judo, e.g.: 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 or young people should be securely stored and in accordance with the Data Protection Act.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child or young person by a potential abuser.

### **Publishing Images – Easy Rules to Remember:**

- As for written permission from the player and their parents or carers to take and use the 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 address, telephone number, address etc) of a child or young person.
- Only use images of players in suitable clothing (tracksuit, full judogi, 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 or young person and where possible use photographs that represent the broad range of children and young people taking part in Judo. This might include:
  - Boys and girls.
  - Ethnic minority communities.
  - Children and young people with disabilities.
- Ensure that images reflect the positive aspect of children or young people's involvement in Judo, e.g.: enjoyment, competition etc.

### **Use of Photographic Filming Equipment at Judo Events**

British Judo does not want to prevent parents or carers or other spectators from 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 or young people. All clubs and Areas should be vigilant about this possibility. Any concerns during an event should be reported to the CWO or Area Welfare Officer or the Tournament Controller.

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

- Inform players and parents or carers that a photographer will attend an event and ensure they give written consent to both the taking and publication of photographs or films.
- Ensure that a system is introduced to ensure that press photographers are made aware of those children or 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 always worn.
- Do not allow unsupervised access to players or one to one photo sessions at an event.
- Do not approve or allow photo sessions outside the event or at a player's home.



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

- Parents, carers or 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 Welfare Officer, event organiser or official and recorded in the same manner as another 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 days prior to 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 or 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 or 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 issue 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.

BJA has a national photographic/video accreditation scheme. Please see the BJA Tournament Handbook on the BJA website.

### **Public Information**

The specific details concerning photographic, video and filming equipment registration should, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. These restrictions apply to all competitions and gradings.

Registration Forms – Included in the appendices of this policy.

### **Use of Photographic and Filming Equipment as an aid to Coaching**

British Judo 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 or young person's skill development within the sport. Through this

policy, British Judo aims to protect children and young people from those people wishing to take photographs and video footage for inappropriate use.

However, if it is to be used, make sure that children or young people and their parents or carers have given written consent and understand that it is part of their 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 players and their parents or carers are aware of the purpose of the filming as a coaching aid. You must obtain consent in writing from parents or carers before photographing or videoing a child or young person.

Ensure that the CWO and one other responsible and approved adult is present to ensure that players are protected against inappropriate filming.

Sample Consent Form – included in the appendices of this policy.

### **Website Images and Social Media Posts**

There have been concerns about the risks posed directly or indirectly to children and young people through the use of photographs on sports websites. Photographs can be used as a means of identifying children or young people when they are accompanied with personal information, e.g.: this is X that attends Y school or Judo club and likes to play the violin. This type of additional information can make a child or young person vulnerable to an individual who may wish to start to 'groom' that child or young person for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use and there is evidence of adapted material finding its way onto child abuse images. British Judo advocates these guidelines:

- Avoid the use of the first and surname of the individuals in a photograph. Easy rules to remember are:
  - If the athlete is used avoid using their photograph.
  - If the photograph is used avoid naming the athlete.
  - Group shots make children or young people less vulnerable.
- Written parental or carer consent to use an image of a child or young person. This ensures that parents or carers are aware of the way the images of the child or young person is representing Judo.
- 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 Judo.
- 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 children and young people in sport. In accordance with our Safeguarding Policy (safelandings), we will not permit photographs, videos or other images of children or young people to be taken without the consent of the parents or carers and child or young person.

The (club or organisation) will follow the guidance for the use of photographs, a copy of which is available from the British Judo Association.

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/young person) consent to (club/organisation) photographing of videoing my involvement in (insert sport)

Signed: ..... Date:.....

**Appendix 2A Parental or Carer Consent Form**

I hereby authorise representatives of the (insert name) to act on my behalf with regards to my/our child or young person, in the event of an emergency and to sign on my/our behalf any consent form as required by medical or legal agencies in my/our absence.

I also consent to my/our child submitting to doping control procedures as required.

In addition to this I acknowledge that at times it may be necessary to transport my/our child in vehicles driven by club members or volunteers and I give consent for my/our child to use these travel arrangements on the understand that the club/organisation has followed the BJA recruitment of volunteer’s guidelines contained in the BJA Safelandings Policies and Procedures.

If my/our child is out with the weight limits for their chosen weight category at an event under the auspices of the BJA weight gain and weight loss guidance, I hereby authorise the (insert judo club) coaches to move my/our child to the next weight category if the coaches deem it is safe and appropriate to do so (and it is permitted by the competition organisers).

I agree that if the judo club coaches deem it is not safe and appropriate for my/our child to be moved a weight category they will be removed from the event.

Signature of parent(s) or carer(s)

Signed: ..... Date:.....

Signed: ..... Date:.....

**APPENDIX 2B: Sample British Judo – 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 British Judo Association guidelines on video/camera usage at judo 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 or young people should not be filmed/photographed outside of contest situations without the express permission of their parent or carer or person acting in loco parents.

This form does not need to be sent to the BJA Head Office; however event organisers should keep these forms as they will be requested by the BJA in the event of a complaint or 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 these forms a child or young person constitutes a player under the age of 18.

---

TEAR OR CUT ALONG THIS LINE

**VIDEO/CAMERA USAGE CONFIRMATION OF REGISTRATION**

..... (name) has registered to film at ..... (event)  
on ..... (event date).

The above-named person has registered as a ..... (parent/carer/coach/press/other)

Event organiser signature: ..... Date: .....

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

## APPENDIX 3: HOW TO REPORT A SAFEGUARDING INCIDENT

### Section 1: Safeguarding Incident Report Form (MyVoice)

#### British Judo - MyVoice Report

If you have a concern about a child or an adult, you can contact the British Judo Safeguarding Team using the form below or by emailing them via [safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk)

If your concern is in relation to a child, you can contact your local authority child safeguarding team or you can email [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk) at any time. It's free and you don't have to say who you are. **If you think a child is in immediate danger, please call the police on 999 straight away.**

If your concern is in relation to an adult, you can contact your local authority adult safeguarding team. **If you think the adult is in immediate danger, please call the police on 999 straight away.**

#### Please provide your name and contact information below:

- Name
- Contact Information

#### Can you say who you are?

- BJA Member - Child/Junior
- BJA Member – Adult
- Parent/Guardian
- Club Welfare Officer
- Event Welfare Officer
- Event Officer
- Member of Public
- Other

#### Tell us briefly what's happened?

- Provide a summary.

#### Details of concern

- If required, you can add more detail about the concern/incident, giving times, dates, location, who was present and actual spoken words if relevant.

#### Concern date/time

- Enter data and time.

#### Where did the safeguarding incident happen?

- Club
- Outside of Club (In the Community)
- Event/Competition/Tournament (within UK)
- Event/Competition/Tournament (outside of UK)
- Other

#### Please state the location below

- England
- Wales
- Scotland
- Northern Ireland

### Who is the concern about?

Pick the main individual.

- Myself
- BJA Member
- Someone at the Club
- Coach
- Other

### Action taken.

Please describe any action(s) you have taken, or plan to take, in relation to this concern

### Confirmation Page

Thank you for contacting the BJA Safeguarding Team.

We will respond to your concern as soon we are alerted to it.

BJA Safeguarding Out of Hours (5.00pm-9.00am, and weekends)

The Safeguarding Team are here to support clubs, members, and staff with safeguarding matters.

#### TELEPHONE

0121 728 6920

OPENING HOURS: BJA Office

Monday-Friday

9:00am-5:00pm

If you wish to raise or report a safeguarding concern. Either:

Email: [safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk) (a member of the team will respond as soon as possible)

Or telephone the above number & choose:

1. The Safeguarding option.
2. And the member of the safeguarding team you wish to speak to: 1. Andrew Bowly, 2. Marina Dain and 3. Keith Eldridge
3. You will be directed to the mobile number of the person selected.
4. We cannot guarantee that the chosen person will respond immediately, but if you leave your name, role (inc parent, player), club or BJA department and contact number. They will get back to you as soon as possible.

As a team, we will have a rota re one of mobile phones being on after 5pm and at weekends.

If a child or adult is in immediate danger, please call the police on 999 and forward the report made (inc police force reported to & crime reference number is given to [safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk) (a member of the BJA safeguarding team will respond as soon as possible)

## Section 2: Victim Sub Form

Please complete as many Victim Report Forms as applicable for this case; only one of the Victims should be deemed to be the 'Principal Victim'.

First Name	
Surname	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Ethnicity	<input type="checkbox"/> Asian or Asian British – Bangladeshi <input type="checkbox"/> Asian or Asian British – Indian <input type="checkbox"/> Asian or Asian British – Pakistani <input type="checkbox"/> Asian or Asian British - Any Other Asian background <input type="checkbox"/> Black or Black British – African <input type="checkbox"/> Black or Black British – Caribbean <input type="checkbox"/> Black or Black British - Any Other Black background <input type="checkbox"/> Chinese <input type="checkbox"/> Mixed - White and Asian <input type="checkbox"/> Mixed - White and Black African <input type="checkbox"/> Mixed - White and Black Caribbean <input type="checkbox"/> Mixed - Any Other Mixed Background <input type="checkbox"/> White – British <input type="checkbox"/> White – Irish <input type="checkbox"/> White - Any Other White Background <input type="checkbox"/> Any Other <input type="checkbox"/> Not Known / Not Provided
Disability	<input type="checkbox"/> None <input type="checkbox"/> Profound and multiple learning difficulties (PMLD) <input type="checkbox"/> Severe learning difficulties (SLD) <input type="checkbox"/> Moderate learning difficulties (MLD) <input type="checkbox"/> Autistic spectrum disorder (ASD) <input type="checkbox"/> Physical disorder (PD)
Date of Birth	
Age at Time of Incident	
Principal Victim (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section 3: Subject of Concern sub-form

Please complete as many Subject of Concern forms as applicable for this case; only one of the Subjects of Concern should be deemed to be the “Principal Subject of Concern”)

First Name	
Surname	
Date of Birth	
Age at Time of Incident	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Principal Subject of Concern	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Role	<input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Coach <input type="checkbox"/> Referee/Umpire/Official/Other <input type="checkbox"/> Anonymous <input type="checkbox"/> No Victim <input type="checkbox"/> No Role
Secondary Role	<input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Coach <input type="checkbox"/> Referee/Umpire/Official/Other <input type="checkbox"/> Anonymous <input type="checkbox"/> No Victim <input type="checkbox"/> No Role
Registered/Licensed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rule/Policy Breached	
Suspension	<input type="checkbox"/> Yes <input type="checkbox"/> No



## APPENDIX 4: HEALTH AND SAFETY GUIDELINES

[British Judo Safeguarding](#)

[British Judo Policies and Guidelines](#)

The BJA is the recognised National Governing Body for the sport of Judo in the United Kingdom. The primary activities of the BJA are to manage, promote, control, regulate and develop the sport of Judo.

To complete a Health and Safety Policy a risk assessment must be undertaken for the specific venue and event. A simple risk assessment template can be found in the BJA Tournament Handbook. Once the risk assessment has been completed it should be possible for a localised Health and Safety Policy to be developed, utilising the policy documentation and minimum standards outlined below.

The sport is delivered through coaching and training sessions, gradings, competitions, seminars, meetings, forums and other channels. It is impossible to produce a single Health and Safety Policy that can accommodate all of these different localised environments. Therefore, we need everyone to assist in this process.

As the control body we have set numerous minimum standards and guidelines that need to be adhered to when delivering the sport of Judo.

The purpose of this guidance is to provide all the relevant information you will need to draft a venue and event specific Health and Safety Policy.

### Minimum Standards

- For minimum Coaching Qualification Levels, please contact the BJA Technical and Education Team
- Ratio of supervision – one supervisor per 20 students in a club environment and up to 30 students in a school environment.

The above is the Judo supervision ratios, however clubs and coaches also need to remember that there are minimum general supervision ratios which must be followed. The NSPCC CPSU website has the latest guidelines [Staffing Supervision Ratios for Children and Young People Activities](#).

In relation to mat standards and mat spacing standards, please contact the BJA Technical and Education Team for the latest information on recommended compliance in these areas.

### Policy Documents

Coaching Code of Ethics: [BJA Code of Ethics](#)

Equality Statement: [BJA Equality and Diversity](#)

Tournament Handbook: [BJA Tournament Handbook](#)

Codes of Conduct: [BJA Code of Conduct for Members and Connected Participants](#)

We hope you will find this reference document useful and hope to work closely with you in the future to ensure your dojo provides a safe and pleasant environment within which to enjoy this great sport.

## APPENDIX 5: CLUB COMPLAINTS PROCEDURE

### Club Complaints Procedure

Many clubs will already have in place Code of Conduct for players, spectators, coaches, and officials. If a club is yet to have implemented codes of conduct, this is the start point. In Judo this can be as simple as following the Judo Code. Codes of Conduct can only be effective if there is a disciplinary process to support them. It is essential that this is fair and consistent, and a simple written process will help in that. This may be a simplified version of the BJA Safeguarding Disciplinary Policy or a policy of their own, but it must be fair and available to all club members.

The next step is to consider whether the concern can be dealt with at club level or whether it should be referred to the BJA or Home Nations Safeguarding Team, to the BJA Conduct & Complaints Commission (if not a safeguarding matter) or to an outside agency. The BJA or Home Nations Safeguarding Team may be contacted at any time to discuss the appropriate place for the matter to be dealt with but the CPSU have issued some helpful guidelines that examine the relevant thresholds for referral.

[BJA Conducts & Complaints Policy](#) **This is currently being reviewed by C&C Commission**

<b>LEVEL OF SAFEGUARDING CONCERN</b>		
<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
<p>Child Safeguarding or more general welfare concern or minor breach of code of conduct.</p> <p>Requires notification to BJA or Home Nation Safeguarding Team.</p> <p>More likely to be managed locally, even if raised with the BJA or Home Nation Safeguarding Team.</p> <p>Unlikely to be overseen by the NGB Case Management Group.</p> <p><i>*Caveat for all this is that everyone clearly understands and follows the guidance/requirements of their respective NGB.</i></p> <p><i>*If in doubt consult.</i></p> <p><i>*Situations that initially sit at one point of the concern spectrum may move significantly when further investigation or action is taken, or additional information is received.</i></p>	<p>Breach of a code of conduct, other behaviour or other information that may identify a safeguarding concern.</p> <p>Requires referral to, and management or oversight by, the BJA or Home Nation Safeguarding Team.</p> <p>May be managed locally under supervision/guidance of the BJA or Home Nation Safeguarding Team.</p> <p>May be overseen by NGB Case Management Group.</p>	<p>Breach of code of conduct, other behaviour or other information that raises concern about the safety of a child/ren and/or young person/people and/or the suitability of a person to be involved in the sport.</p> <p>Safeguarding concerns that meet the statutory threshold for notification/referral to social care and/or the Police.</p> <p>Requires referral to, and management and/or oversight by, the BJA or Home Nation Safeguarding Team.</p> <p>May be overseen by the NGB Case Management Group.</p> <p>Decision/discussion at national safeguarding lead level is needed to establish if consultation with or referral to a statutory agency (including LADO in England) is required.</p> <p><i>*In emergency situations club level staff may need to seek urgent medical support and/or report to statutory agencies immediately and then contact national lead at first opportunity.</i></p>

<p align="center"><b>EXAMPLES OF SAFEGUARDING ISSUES</b></p> <p align="center"><b>(Include sport concerns, e.g.: relating to a coach, official, participant, spectator, or another volunteer)</b></p> <p align="center"><b>May include individuals working or volunteering within other or linked sports organisations</b></p>		
<p align="center"><b>LEVEL 1</b></p> <p align="center"><b>(Examples, not exhaustive list)</b></p>	<p align="center"><b>LEVEL 2</b></p> <p align="center"><b>(Examples, not exhaustive list)</b></p>	<p align="center"><b>LEVEL 3</b></p> <p align="center"><b>(Examples, not exhaustive list)</b></p>
<p>Complaint from a parent or guardian about a coach or another parent or guardian (low level behaviour that is not criminal).</p> <p>Adults quarrel that can be resolved through mediation.</p> <p>Peer on peer quarrel that can be resolved through mediation.</p> <p>Minor breach of code of conduct that does not require referral to the BJA or Home Nation Safeguarding Team. (e.g.: single incident of bad language).</p> <p>Poor conduct by coach, volunteer, referee, or participant.</p> <p>Low level bullying of a child or young person (e.g.: incident of name calling).</p>	<p>Consumption of alcohol whilst coaching.</p> <p>Coaching whilst under the influence of drugs or alcohol.</p> <p>Unnecessary physical contact during training session contravening NGB guidance.</p> <p>Verbal bullying by a coach or other person working with a child or young person.</p> <p>Coach, volunteer or participant subject to a criminal investigation that although not a safeguarding matter, is a risk to the organisation's reputation (e.g.: theft or fraud).</p> <p>Severe or persistent bullying of a child or young person by a peer.</p>	<p>Persistent or serious bullying by coaches or other adults.</p> <p>Information assessed through criminal records check (e.g.: DBS) indicates relevant offence that requires risk assessment.</p> <p>Any allegation of assault on a child or young person by a coach, volunteer, parent or guardian or spectator.</p> <p>Child or young person tells of abuse by another coach or volunteer.</p> <p>Coach is alleged to be in an intimate relationship with a child or young person.</p> <p>Information comes to light that a coach, volunteer, or participant involved in sport is subject to an allegation, investigation or prosecution for criminal activity involving potential offences of a sexual, violent or drug related nature whether these arise within or outside the sport.</p> <p>Report from another sports organisation indicating an individual is subject to a safeguarding investigation or sanction.</p> <p>Child or young person displays violent or sexualised behaviour towards other children or young people.</p> <p>Child or young person tells of abuse by another coach or volunteer.</p>

<b>EXAMPLES OF SAFEGUARDING ISSUES</b>		
<b>Outside sport concerns (e.g.: relating to issues arising at home, school, in the wider community or online)</b>		
<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
<p>Minor wellbeing concerns which require the parent or guardian being spoken to (e.g.: child or young person attending session when unwell; or parent or guardian ten minutes late collecting child or young person after session).</p> <p>Child lacks social skills and has few if any friends.</p>	<p>Sudden change in child or young person’s demeanour or behaviour (e.g.: loses weight or gone quiet and withdrawn).</p> <p>Minor concerns have been addressed with parents or guardians but there are still wellbeing concerns for the child (consider referral to Social Services).</p>	<p>Appears frightened at going home at the end of training.</p> <p>Child or young person tells of abuse at home.</p> <p>Concerns about radicalisation or child sexual exploitation.</p> <p>Talks of being left home alone or with strangers.</p> <p>Signs of neglect or any other forms of abuse that raise concerns about welfare and wellbeing.</p> <p>Coach recognises signs or symptoms of abuse.</p> <p>Indicators of possible abuse but unclear enough to be concerned about the welfare of a child or young person.</p> <p>Repeated minor concerns for the wellbeing of a child or young person which are not being addressed by a parent or guardian.</p>

Some clubs may wish to issue their code of conduct to players and parents or guardians and have them sign this as part of their joining the club. Initial steps should always be taken to try and resolve issues in appropriate circumstances, but all safeguarding concerns must be recorded whether they are dealt with at club level, referred to the BJA Safeguarding Manager, an outside agency, or the Police. It is recommended that the case reporting form included in this policy is used for this purpose so that all information is obtained in the first instance, and it remains consistent across all clubs and with central records.

Please refer to BJA’s threshold guidance for levels of concern (based on CPSU threshold guidance).

## Sanctions

A necessary part of any disciplinary process are sanctions. The following options can be considered as possible sanctions for breaches of the codes:

- Verbal warning.
- Written warning.
- Exclusion from specified number of trainings sessions.
- Exclusion from club trips and/or competitions.

Remember individuals have the right to complain to the BJA or Home Nation organisation and ultimately the BJA or Home Nation Safeguarding Team or Conduct and Complaints Commission. It should be noted however that it is a fundamental principle of justice that you are only tried once. A complaint dealt with by the club cannot therefore be later referred to the BJA or Home Nation Safeguarding Team or Conduct and Complaints Commission. However, complaints of a more serious nature should be referred to the BJA Safeguarding Manager or Conduct and Complaints Commission in the first instance in accordance with the threshold guidance above. In order to ensure impartiality, the Home Nation organisations may refer serious disciplinary matters to the BJA Safeguarding Manager or Conduct and Complaints Commission.

## Appeals

All complaints procedures must include an appeal process and identify who will deal with the appeal. This must be an open, transparent, and fair process that is written into the club's complaints process.

## Data Retention

The personal data obtained in any complaint or concern record will inevitably be very sensitive and must be stored in accordance with good data retention principles. The BJA Safeguarding Data Retention Policy is at Appendix 14 but the main principles are that the data must be:

- Stored securely.
- Stored separately from other personal data.
- In an area that has access limited to only those that need it.

All data collected and stored by the BJA is done so in accordance with its Safeguarding Data Retention Policy.

## Further Assistance

IF you wish to discuss anything in this guidance, please contact The Safeguarding Team: [safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk) or Home Nation Safeguarding Teams.

## APPENDIX 6: NATIONAL SCHOOLS SPORT STRATEGY – PROTOCOL FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

### Judo in Schools

England: [Keeping Children Safe in Education](#)

Scotland: [Child Protection and Safeguarding Policy Education](#)

Wales: [Keeping Learners Safe](#)

Northern Ireland: [Safeguarding and Child Protection in Schools](#)

### Introduction

This protocol clarifies expectations regarding child and young person protection reporting processes and information sharing between sports NGBs, sports clubs, schools, and education services within Local Authority Children's Social Care, in Scotland Social Services.

### Values and Principles

- The welfare of children and young people is paramount.
- Good practice for organisations should be building their services for children and young people around outcomes identified by the Government to ensure they are healthy, stay safe; enjoy and achieve; make a positive contribution). This protocol specifically refers to the 'stay safe' outcome for children and young people such as the Getting it Right For Every Child in Scotland [GIRFEC](#).
- Children and young people have the right to participate in sport in a safe, supportive, and enjoyable environment.
- All children and young people, whatever their age, culture, ability, gender, language, racial origin, religious belief, or sexual identity, have the right to protection from abuse.
- All children and young people's PE and school sport experiences must be guided by a child and young person focussed approach.
- All concerns about poor practice or abuse must be taken seriously and responded to swiftly, consistently and appropriately.
- It is the responsibility of every adult involved in the school sport to respond to and report concerns in accordance with this protocol and the child and young person protection procedures of their organisation.  
**Note:** Where concerns arise in a context not linked to the school sport or about a coach who is not affiliated to a recognised sport NGB, all staff and PE teachers must ensure that they ensure they understand and follow the school and Local Authority child and young person protection procedures
- Individuals and organisations in the delivery of sporting and PE activities for children and young people are uniquely placed to contribute to safeguarding and promoting their welfare and keeping children and young people safe in education.
- All organisations, clubs and individuals who take responsibility for children and young people in PE and school sport have a duty to ensure that they are competent and have undertaken appropriate training and education consistent with the guidance provided in Working Together to Safeguard Children to provide safe and rewarding experiences for children and young people.
- It is essential to work in partnership with parents or guardians, children, and young people.
- Listening to children and young people and valuing their right to participate is of primary importance.

- All information sharing will respect the rights of individuals and the principles of confidentiality in accordance with current legislation [UK Gov Safeguarding Practitioners Information Sharing Advice](#)
- In addition; refer to [Information sharing - advice for practitioners providing safeguarding services \(publishing.service.gov.uk\)](#) and [A 10 step guide to sharing information to safeguard children | ICO](#)

### **Accountability**

Guidance for safeguarding and promoting the welfare of children and young people with education states that:

*“The Governing Body of a school controls the use of the school premises both during and outside school areas, except where a trust deed allows a person other than a Governing Body to control the use of the premises, or a transfer of control agreement has been made.”*

and:

*“Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school’s arrangements for child and young person protection will apply. Where services or activities are provided separately by another body, the (school’s) Governing Body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and young people and their protection, and there are arrangements to liaise with the school on these matters where appropriate.”*

### **Based on this guidance, it follows that:**

- It is the responsibility of the CWO or designated person of any sports club or organisation linking with a school to ensure that they have the name and contact details of the school’s designated person or teacher for child and young person protection and the designated Local Authority Officer responsible for providing advice and monitoring processes.
- It is the responsibility of the school which is contracting or inviting a sports club to undertake sporting activities on their behalf to ensure that the club or organisation meets minimum child and young person protection quality assurance standards (for sports clubs this is NGB accreditation). This should cover recruitment and selection, child and young person protection policy and procedures, complaints and disciplinary procedures and management structures.

### **The school should ensure that:**

- They have the names and contact details of the sports club or organisation’s designated person or welfare officer and of the sports NGB Lead Child Protection Officer (or County or regional Child Protection if this reflects the designated person reporting structure within that sport);
- The name and contact details of the school’s designated person or teach for child and young person protection and the designated Local Authority Officer (or Home Nation equivalent) are provided for the sports club or organisation’s designated person or welfare officer and made available to coaches or individuals who are providing PE and sporting activities.



## Concerns about the conduct or practice of any individual involved in the delivery of sport in schools.

All local authorities have a policy and procedures for Children's Social Care in all home nations, in Scotland Social Services, regarding managing allegations against people working in positions of trust in line with government guidance. All local authorities and education establishments have child protection policies and procedures that are in line with the safeguarding partner guidelines. In the event of any allegations or concerns relating to possible child or young person abuse or poor practice being raised the designated LADO (or nation equivalent) as the individual responsible for providing advice and monitoring cases of concern arising with an educational setting, must be informed by the designated persons who receive the referral. The reporting processes that are followed will be dictated by the setting in which the incident or concerns arise:

- In a school or educational setting should be referred to the school's designated person or teacher or the designated Local Authority Officer, who will decide in partnership the Local Authority Officer about whether the concerns meet the threshold for referral to the Local Authority's Social Care, in Scotland Social Services, as soon as possible.
- In a sports club or non-educational setting should be referred to the CWO or sports NGB Safeguarding Team, who will decide in partnership with the designated Local Authority Officer about whether the concerns meet the threshold for referral to the Local Authority Children's Social Care, in Scotland Social Services, as soon as possible.
- If there are immediate concerns for the safety or welfare of a child or young person, a referral should be made directly to the Police or Local Authority Children's Social Care, in Scotland Social Services, in accordance with the government guidance such as What to do if You're Worried a Child is Being Abused and the designated LADO (and home nation equivalent) should be informed as soon as possible;
- All referrals should be communicated to the Local Authority Officer as soon as possible. This individual will take responsibility for managing the process and ensuring that concerns are discussed and communicated with the NGB Safeguarding Team appropriately.
- Decisions about the course of action to be taken in response to concerns (whether it should be responded to as potential child or young person abuse or as poor practice) should be made following discussion of the concerns or a meeting between the NGB Safeguarding Team and the designated LA Officer except where there are immediate concerns for the safety or welfare of a child or young person or other children or young people.
- Where the Active Partnerships, formerly known as County Sports Partnership (CSP) have played an active role in promoting, supporting or accreditation of a coach or sports club within the delivery of the National School Sport Strategy, the CSP Child Protection Lead Officer should be informed of any concerns and involved in any decision-making process about the course of action to be taken in response to these concerns.
- If the Police or LA Children's Social Care, in Scotland Social Services, are going to investigate an allegation, a strategy meeting will be convened which will both plan the child or young person protection investigation and identify the appropriate complaints or disciplinary procedures that will be applied to the individual against whom the allegations have been made. The sports NGB Safeguarding Team and where appropriate, the CSP Child Protection Lead Officer) should be involved in any child protection strategy meeting.
- The referral should be recording using an agreed incident or referral form. All parties must also use their own agencies recording processes.

- Copies of the incident or referral form should be given or sent to the designated LA Officer and LA Children's Social Care, in Scotland Social Services, and the Police if a referral has been made to the statutory agencies. The form should also be copied to the NGB Safeguarding Team where concerns are about an NGB affiliated club, coach, or volunteer. The designated LA Officer holds overall responsibility for managing referrals relating to poor practice or suspected abuse.
- The sports NGB Safeguarding Team will be kept informed of any actions following a child or young person protection referral relating to affiliated clubs, coaches or volunteers who are involved in the delivery of National School Sport Strategy activities.
- Once a decision about whether an individual who is subject to allegations should be suspended, the disciplinary process will then await the outcome of the formal child or young person protection processes before continuing.

There is a flowchart at the end of this section that sets out the protocol/process to be followed in response to concerns about the conduct or practice of any individual (teacher, coach, employee, or volunteer involved with the delivery of the school sports).

There are several possible processes that may follow a referral:

- A criminal investigation and proceedings.
- Enquiries and assessment by the LA Children's Social Care, in Scotland Social Services, about whether a child or young person is in need of services or in need of protection.
- LA disciplinary processes where there is a direct employment relationship between the school and the individual.
- Sports NGB disciplinary processes where concerns relate to sports club, NGB staff, coaches or volunteers.
- No further action.

The sports NGB, school and LA will need to cooperate in any investigation and decision-making processes where:

- There are concerns about a person's suitability to continue working with children or young people; or
- There has been a finding through a disciplinary process that an individual should be banned from working in that sport.

### **Concerns about a child's welfare outside of a National School Sport Strategy Environment**

Where there are concerns about a child or young person's welfare or if a child or young person discloses that they are suffering abuse or reveals information that gives grounds for concern, it is essential that a referral is made to the organisation's designated person as soon as possible.

**If concern arises in a sports club setting:** Report any child or young person protection concerns to the CWO or sports NGB Child Protection Lead Officer. Follow the NGB's child protection procedures.

**If a concern arises in a school setting:** Report any child or young person concerns to the designated person for the school or the designated LA Officer. Follow the school's child protection procedures.

- If there are immediate concerns for the safety of a child or young person, or if the designated Child Protection Officer for your organisation is not available, the person being told or discovering the abuse, should contact their LA Children's Social Care, in Scotland Social Care, or the Police immediately.

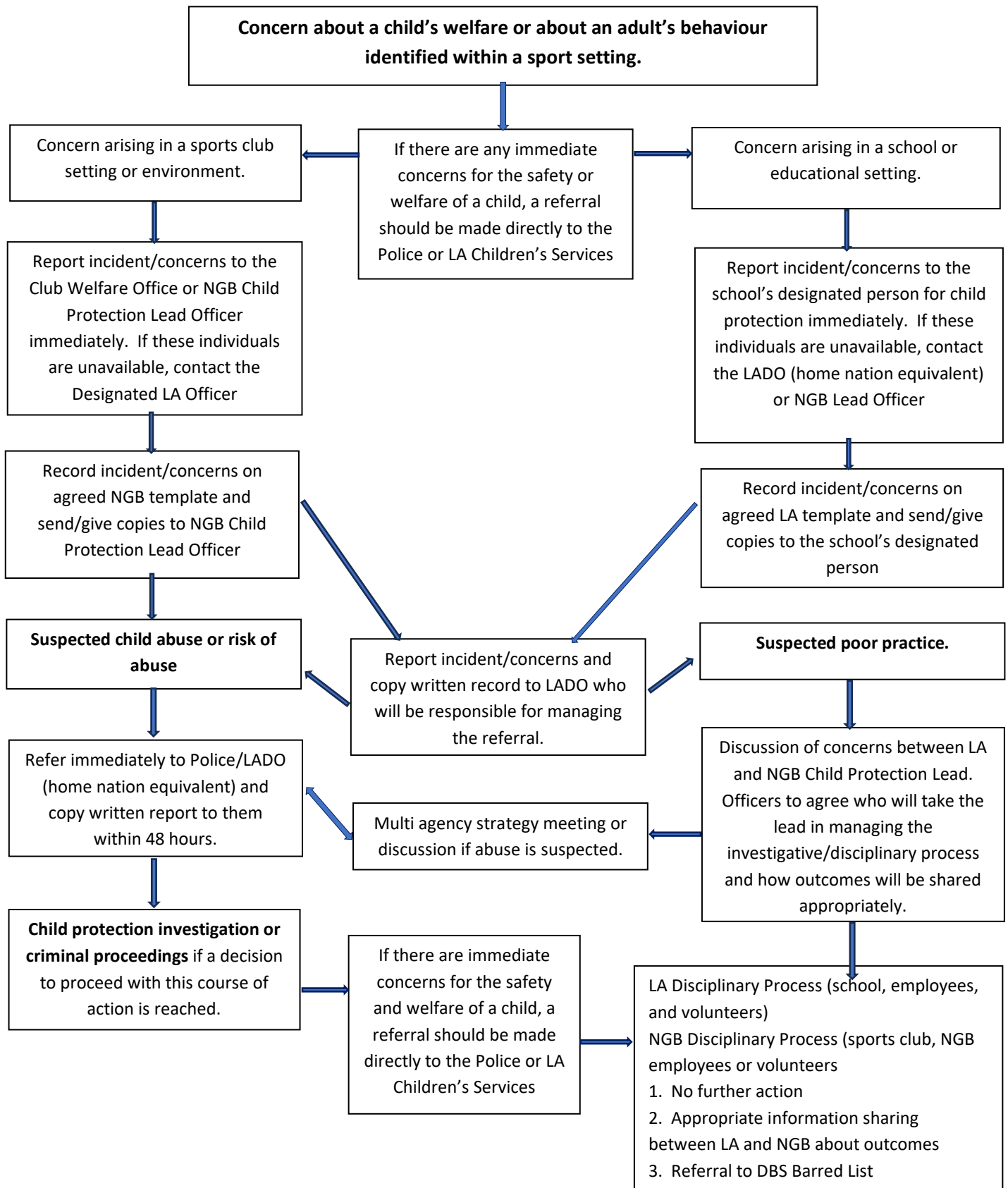
- The statutory agencies and the designated Child Protection Officer will decide how to inform the parents or guardians and will advise about any action you should take.
- The referral should be recorded using an agreed incident or referral form. All parties must also use their own organisation's recording processes.
- Copies of the incident or referral form should be given or sent to both the designated Child Protection Lead Officer for your organisation and to LA Children's Social Care, in Scotland Social Services, or the Police if a referral has been made to the statutory agencies. The form should be copied to the NGB Safeguarding Team where concerns are about an NGB affiliated club, coach, or volunteer. The designated Local Authority Officer holds overall responsibility for managing referrals relating to poor practice or suspected abuse.
- The sports NGB Safeguarding Team will be kept informed of any actions following a child protection referral to affiliated clubs, coaches or volunteers who are involved in the delivery of national school sport strategy activities.
- Once a decision about whether an individual who is subject to allegations should be suspended, the disciplinary process will then await the outcome of the formal child protection processes before continuing.
- The flowchart on TBC page sets out the process to be followed in response to concerns about the conduct or practice of any individual (teacher, coach, employee, or volunteer) involved with the delivery of school sports.
- There are several possible processes that may follow a referral:
  - A criminal investigation and proceedings.
  - Enquiries and assessment by the Local Authority Children's Social Care in appropriate Home Nation about whether a child or young person is in need of services or protection.
  - Local Authority processes where there is a direct employment relationship between the school and the individual.
  - Sports NGB disciplinary processes where concerns relate to sports club, NGB staff, coaches or volunteers.
  - No further action.

The sports NGB, school and Local Authority will need to cooperate in any investigation and decision-making processes.

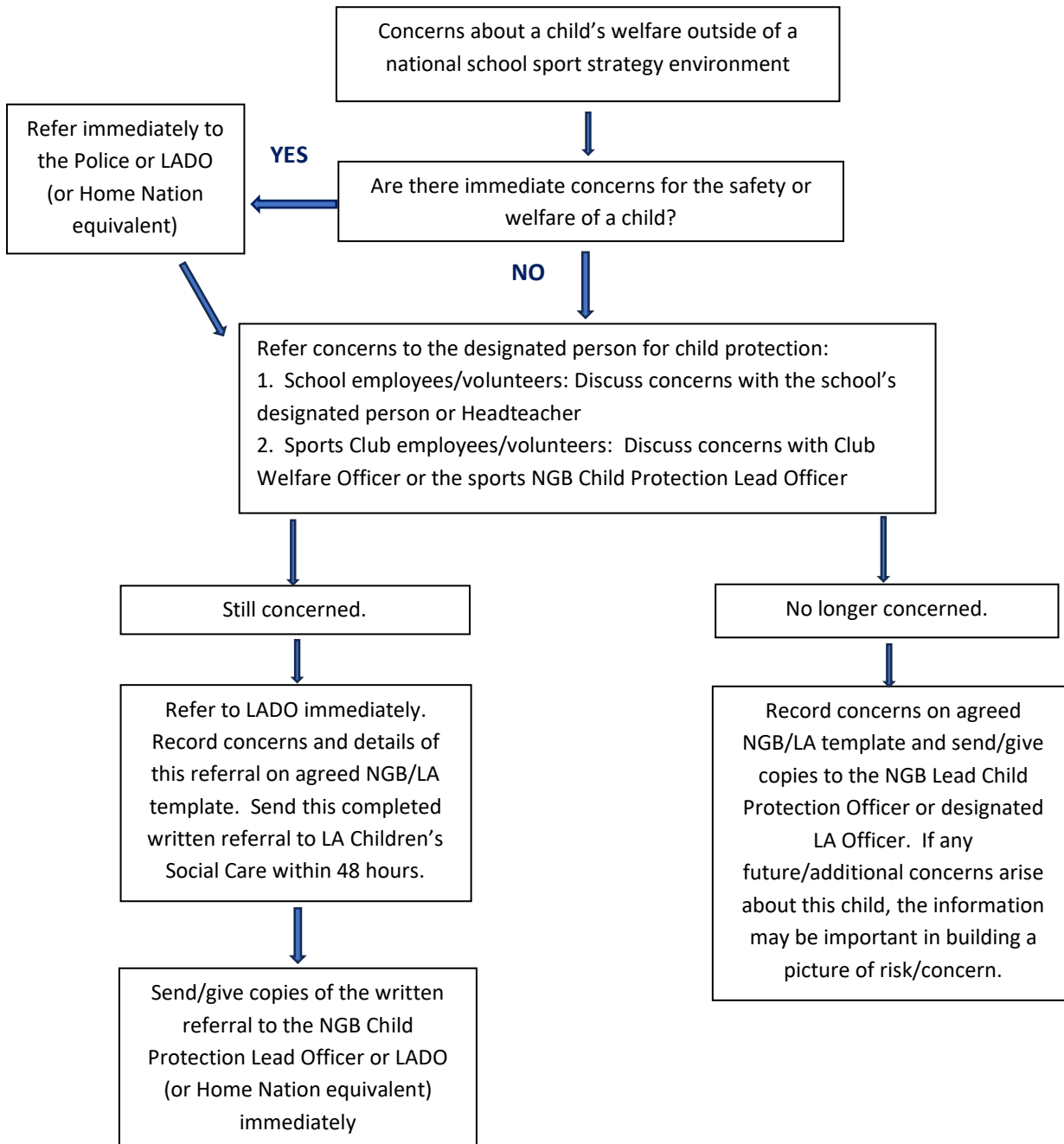
Where there are concerns about a person's suitability to continue working with children or young people.

DfES List 99 (for school employees) has been replaced with [ucheck.co.uk Barred List Checks List 99 Updated](https://www.ucheck.co.uk) (for school employees) or the DBS Barred List (covers all home nations) must be considered (for sports club, NGB employees or volunteers where there has been a finding through a disciplinary process that an individual should be banned from working in that sport).

**Flowchart for concerns about the conduct or practice of any individual involved in the delivery of sport.**



**Flowchart for concerns about a child’s welfare outside of a National School Sport Strategy environment**



## APPENDIX 7: BJA SAFEGUARDING INVESTIGATIONS AND DISCIPLINARY HEARINGS

### Appointment of Panel or Case Review

- On notification of the need to hold a disciplinary hearing, the BJA CEO or their designated deputy, in consultation with the HISW, will appoint a panel of 3 people. These will normally be chosen from the Board of Directors, Council, Executive staff, Conduct and Complaints Commission members and Technical Officers. Normally at least one of the panels will have a strong Judo background. The CEO may also invite one person from another sport or a person and/or a person with a legal background to be a panel member.
- In selecting panel members, the CEO (or designated deputy) will consider whether parties are known to each other, the complexities of the case and ensuring fairness to both sides but their decision as to the membership of the panel is final.
- The CEO and BJA Safeguarding Team may also refer the case to SRUK and ask them to form an independent panel to hear the case using their case management programme (which the BJA has joined from spring 2024), therefore giving jurisdiction to SRUK to investigate.

### Pre-Hearing Issues

- Any person subject to disciplinary proceedings will be entitled to bring a friend or legal representative to the Hearing at their own expense.
- The BJA case will normally be presented by the HISW but in complex cases they may appoint legal representatives to act on their behalf.
- Within 14 days of appointment the Chair of the Panel will contact the person who is the subject of the proceedings and/or their legal representative and the HISW (and their legal representative if appointed) and issue directions in relation to procedure and a timetable. This may include but is not limited to:
  - Fixing a date, time and venue for the Hearing.
  - Establishing a schedule for the exchange of written submissions including the service of the BJA's written and documentary evidence on the defence and service of defence statements on the BJA and order disclosure of any relevant documents by either side.
  - The manner and form that witnesses or evidence is to be produced, providing that a statement or report is produced in all cases. (It should be noted that the Chair has the power to allow, refuse or limit the evidence or appearance of any witness. As a rule, character witnesses will not be called to give evidence in person, but their statements will be read and where evidence is agreed by both sides, there will be no need for this to be given as live evidence.
  - A directions Hearing may be held in person, by phone or video conference determined by the Panel Chair.

### Hearings

- All hearings will take place in private unless there is a good cause (witnesses will normally be allowed to have a parent or guardian or friend present)
- The procedure for the Hearing will be at the discretion of the Chair providing both sides a reasonable opportunity to present all relevant evidence.

- Evidence may be in person, by telephone, video conference or in writing. Panel members and both sides will have the opportunity to question witnesses, but the Chair has the right to control the questioning of witnesses by either party.
- For the purposes of these hearings, all persons under the age of 18 years will be considered as a child or young person.
- The Chair will determine the way the evidence of children or young people will be admissible having regard to the need for a fair hearing and to the welfare of the child or young person. The evidence of a child or young person may be given in person, by video link, by telephone or by watching or listening to any video or audio recording.
- In reaching this decision the Chair will have regard to:
  - The child or young person's wishes and willingness to give evidence.
  - The views of the child or young person's wishes and willingness to give evidence.
  - The age of the child or young person.
  - The importance of the evidence.
  - The quality and reliability of existing other evidence.
  - The quality and reliability of any Achieving Best Evidence interviews.
  - The right to challenge evidence.
  - Any other matter the Panel considers relevant.
- The Chair will take all reasonable steps to minimise harm to the child or young person. This may include but is not limited to:
  - The need for ground rules to be discussed prior to the Hearing.
  - The use of an intermediary to put any questions in cross examination.
  - Agreement beforehand on the proper form and limit of questioning and the questioner.
  - The use of any special measures such as live video link, screens, the presence of a family member or support and appropriate breaks.
  - Admissions of as much of the child or young person's evidence as possible in advance.
- Once all parties have completed their evidence and any final submissions, the Panel will retire to determine in private whether it is satisfied to the required standards, the issues that are before them. The burden of proof will lie upon the BJA, and the standard of proof will be the balance of probabilities
- The Panel may make its decision unanimously or by a majority verdict. Panel members may not abstain. Outcomes will be reviewed at the Judo Home Nation Board of Directors subsequent meeting via the Safeguarding Report.

### **Sanctions and Risk Management**

- If the Panel finds the matter(s) before them as proven, they will impose such sanctions and/or risk management measures as seem appropriate and fair in all circumstances giving due regard to any risk to children or young people that they pose.
- Any sanction imposed by the Panel will take effect immediately.
- The findings of the Panel and any sanction imposed will be informed in writing via letter or email.
- In appropriate cases, the BJA will fulfil its statutory obligation in reporting the matter to the Disclosure and Barring Service or other appropriate statutory bodies and in the home nation as this is a referral to DBS Barring Service



- Following any process where sanctions with conditions are imposed, a clear written implementation plan should be developed to ensure oversight of the imposition of the conditions, intermittent and final review, compliance and final assessment.
- If a coach or other member is involved in the proceedings which result in their suspension or expulsion, the BJA will work in a timely fashion to ensure that the appropriate persons are aware of the full implications of the suspension having full regard to the safety of children and young people.
- This will normally be the Area Chair, the club Chair, all members of the BJA CMG and such members of the BJA staff as need to know in all the circumstances. The BJA will assist clubs in managing communication with its members.
- If a member is expelled from the BJA they will no longer be permitted to coach, practice or compete at any BJA affiliated club or event nor use the BJA's name for any purpose.
- When a person is suspended from the BJA, the meaning of this will be explained in writing via letter or email to them but its effect will usually be that they will not be permitted to coach, practice, compete or assist in any way at any BJA affiliated club or event nor use the BJA's name for any purpose.
- If a coach is suspended from coaching but not suspended from membership of the BJA, they may not coach or assist in coaching in any way but they will be permitted to practice Judo and undertake any other role within the club. The BJA will work with such members to give whatever guidance is needed.

### **The Right to Appeal**

- Any appeal on the decision of the Disciplinary Panel must be made in writing via letter or email within 7 days of the notification of the result of the Hearing. No appeal will be allowed after this time.
- All notifications of appeal must be accompanied by a £100 administration fee (contact Safeguarding Team for details) which is refundable in the event of a successful appeal.
- The notification of appeal must contain the grounds for the appeal. The only grounds for an appeal are that:
  - There was a material error, either factual or procedural in the original Hearing.
  - There is material new evidence that, had it been known at the time of the Disciplinary Hearing, it would have affected the decision of the Panel.

An appeal may also be made solely against the sanction imposed by the Disciplinary Panel. An appeal that does not meet one of these criteria may be refused by the BJA CEO and will not proceed further.

- The Appeal Panel shall comprise of three members selected from the BJA Board of Directors and Council at the discretion of the BJA Chair having regard to whether parties are known to each other and the complexities of the issues. The BJA Chair may also invite a person from another sporting NGB or a legal professional to be the one of the three panel members. The BJA Chair will designate one of the Panel as the Chair of the Panel. The BJA Chair's decision as to membership and Chair of the Panel is final.
- The Chief Executive's Office will be responsible for arranging the date and venue of the Appeal Hearing having due regard for the availability of all parties. The date of the appeal should normally be within 6 weeks of the notification of appeal.
- A full set of papers will be provided to the Panel members and the appellant no later than 10 days before the appeal date (unless the Appeal Hearing falls within that time, in which case the papers will be provided as soon as possible). A copy of the grounds for appeal and any supporting statement will also be provided to Panel members.



## The Appeal Hearing

- An appeal is not a re-hearing of the original Disciplinary Hearing and whilst it will be necessary for Panel members to review the evidence by reading the statements and any reports, it will not involve the calling of live witnesses unless material new evidence has come to light that was not available to the Disciplinary Panel. It should be noted that not every fact or procedure will be material to the appeal. This will be entirely at the discretion of the Appeal Panel Chair whose decision will be final and absolute.
- Before calling any person into the hearing, the Chair will ensure that the Panel members have read and understood the case and have a copy of the grounds for appeal. The Chair will then call in the appellant together with their companion or legal representative and the HISW.
- The Chair will then ask the appellant or their legal representative to outline the grounds for their appeal and provide any verbal or documented support for their appeal. The Panel may ask the appellant any questions or seek clarification of any of the points raised.
- Once the Chair is satisfied that the Panel have sufficient information on which to decide the appeal, they will retire to consider whether the appeal is upheld or dismisses. The Appeal Panel also has the power to change any sanction imposed by the original Disciplinary Panel
- At the conclusion of the appeal the Panel shall the power to:
  - Dismiss the appeal.
  - Alter or vary the original decision.
  - Quash any sanction and/or substitute it for any other penalty.
  - Make any such other order or determination as it may think right or just.
- The decision of the Appeal Panel will be communicated to the appellant within 7 days of the hearing.
- The appeal will be final and binding and there lies no other form of appeal.

The BJA recognises that there will be occasions where concerns have been raised about the suitability of a coach, volunteer, or member of staff to work with children but there is insufficient evidence to report the cases for disciplinary proceedings.

These cases would potentially arise from positive DBS Disclosure Certificates, reports from other statutory agencies or other information.

## APPENDIX 8: LEGISLATION

### ENGLAND: [NSPCC Child Protection System for England](#)

The Department for Education (DfE) is responsible for child protection in England. It sets out policy, legislation, and statutory guidance on how the child protection system should work.

Legislation is important for children as it provides the framework for safeguarding and child protection in England. It makes clear the expectations and requirements around duties of care to children and creates accountability for these. The main legislation in England is the Children Act 1989, the Children Act 2004 and Social Work Act 2017.

Who is responsible for safeguarding and protection children – needed?

Local safeguarding partners are responsible for child protection policy, procedure and guidance at a local level.

The local safeguarding arrangements are led by three statutory safeguarding partners:

- The local authority.
- The Integrated Care Board (ICB);
- The Police.

Working together with the relevant agencies, they must coordinate and ensure the effectiveness of work to protect and promote the welfare of children, including deciding to identify and support children at risk of harm.

In May 2022, two Government commissioned reviews were published about the child protection system in England:

- National reviews into the murders of Arthur Labinjo-Hughes and Star Hobson looked at how and why the services intended to protect children were not able to do so (Hudson and Child Safeguarding Review Panel 2022);
- The independent review of children’s social care looked at the changes needed to better protect and support children and young people (MacAlister 2022).

[CASPAR Briefing: National Review Into Murders of Arthur Labinjo-Hughes and Star Hobson](#)

[CASPAR Briefing: Independent Review of Children's Social Care](#)

In February 2023, the DfE responded to the recommendations of the reviews with a long-term plan for the reform of children’s social care. Consultation on the stable homes, build on love implementation strategy (DfE 2023) ran up to May 2023 with the Government’s response expected in September.

In October 2022, the Independent Inquiry into Child Sexual Abuse (IICSA) published its final report and recommendation into child sexual abuse and exploitation in institutions in England and Wales (IICSA 2023). In May 2023 the Home Office set out how they would be responding to IICSA’s recommendations.

[CASPAR Briefing: Independent Inquiry Into Child Sexual Abuse \(IICSA\)](#)

**SCOTLAND:** [NSPCC Child Protection System for Scotland](#)

The Scottish Government is responsible for child protection in Scotland. It sets out policy, legislation, and statutory guidance on how the child protection system should work.

Child Protection Committees (CPCs) are responsible for multi-agency child protection policy, procedure, guidance, and practice. Within each local authority, each CPC work with local agencies such as children's social work, health services and the Police to protect children.

Each local authority and its relevant health board are required to jointly prepare a Children's Services Plan for each three-year period. This relates to services which have a significant effect on the wellbeing of, or are of benefit to, children and young people. The Scottish Government has provided [statutory guidance on children's services planning](#) (Scottish Government 2020).

The national approach to improving outcomes for children and young people in [Getting it Right for Every Child \(GIRFEC\)](#) (Scottish Government 2021a). This provides a framework for those working with children and their families to provide the right support at the right time.

The key guidance for anyone working with children in Scotland is the [National Guidance for Child Protection in Scotland](#) (Scottish Government 2021b).

In Scotland, the definition of a child varies in different legal contexts, but statutory guidance which supports the Children and Young People (Scotland) Act 2013, includes all children and young people up to the age of 18.

Where a young person is between the age of 16 and 18 requires support and protection services will need to consider which legal framework best fits each person's needs and circumstances. The National guidance for child protection in Scotland (link above) gives more detail about this and explains how professionals should act to protect young people from harm in different circumstances (Scottish Government 2021b).

**WALES:** [Social Services and Wellbeing \(Wales\) Act 2014](#)

This came into force in April 2016. It provides the legal framework for social service provision in Wales.

At a local level regional safeguarding children boards coordinate and ensure the effectiveness of work to protect and promote the welfare of children. They are responsible for local child protection policy, procedure, and guidance.

Each board includes any.

- Local authority.
- Chief officer of Police.
- Local health board.
- NHS Trust.
- Provider of probation services that falls within the safeguarding board area.

In October 2022, the Independent Inquiry into Child Sexual Abuse (IICSA) published its final report and recommendations into child sexual abuse and exploitation in England and Wales. The Welsh Government and Home Office, in 2023, set out how they would be responding to IICSA's recommendations.

[CASPAR Briefing: Independent Inquiry Into Child Sexual Abuse \(IICSA\)](#)

**Northern Ireland:** [NSPCC Child Protection System for Northern Ireland](#)

The Northern Ireland Executive, through the Department of Health (DoH) is responsible for child protection in Northern Ireland. They set out policy, legislation, and statutory guidance on how the child protection should work.

The Safeguarding Board for Northern Ireland (SBNI) coordinates and ensures the effectiveness of work to protect and promote the welfare of children. The Board includes representatives from health, social care, the Police, the probation board, youth justice, education, district councils and the NSPCC. The SBNI is responsible for developing policies and procedures to improve how different agencies work together.

In June 2023, Professor Ray Jones and an independent review panel published their final report on Northern Ireland's children's social care services. The independent review looked at the difficulties facing the service; collated the experiences of children, families and various services providers and set out the recommendations for reform.

[CASPAR Briefing: Independent Review of Children's Social Care Services in Northern Ireland](#)

The DoH responded to the review's recommendations by stating that some of the challenges identified in the report are already being addressed and there would be a public consultation on the recommended organisational and service changes (DoH 2023).

## APPENDIX 9: CODE OF CONDUCT FOR COACHES

Responsibilities of a coach include ensuring the welfare of their players and upholding the BJA values detailed below. In order to help coaches in doing this, the BJA requires all coaches to understand and abide by the BJA Code of Conduct Members and Connected Participants January 2023, accessed on BJA website.

[British Judo Policies and Guidelines](#)

[British Judo Performance Programme - Code of Conduct and Agreement](#)

### BJA Values

**Respect:** The appreciation of others (and self-respect is appreciation of yourself)

**Modesty:** We operate without ego in our actions and thoughts. Being modest is the opposite of being arrogant

**Friendship:** Being a good companion and friend is something that will stand you in good stead all your life

**Courage:** We face difficulties with bravery. Everyone has their own difficulties and being courageous is different for each judoka

**Courtesy:** To be kind, polite and to give generously without expecting anything in return

**Honour:** To do what is right and stand by your principles and be someone who acts nobly and correctly

**Honesty:** We do things that are morally correct and act truthfully

**Self-Control:** We understand our emotions even in difficult situations or when there are conflicts with our desires

All coaches must comply with the rules and Byelaws of the BJA.

- Exercise:
  - Self-control.
  - Responsible behaviour.
  - Consideration of others.
  - Courtesy.
  - Good manners.
- Understand that the objective of a judo session is to enhance and promote learning and direct all efforts to this purpose.
- Refrain from permitting the introduction to the body of any banned substance or material, by whichever route, with the object of artificially improving performance before or during competition.
- Comply with the rules, regulations and procedures relating to doping control.
- Comply with the laws and regulations currently in force when in Great Britain and abroad.
- Comply with the BJA's Safeguarding policies and procedures and the Association's policy of equality regardless of gender, age, race, disability, sexual orientation, marital status.
- Refrain from any act or omission that would be detrimental to Great Britain, the BJA, the IJF, the EJU or any fellow athlete.

### BJA Code of Ethics for Coaches

Even though the standards focus on and describe work functions, they are based on several accepted assumptions and values, which underpin good practice in coaching, teaching and instructing. These have been articulated into a Code of Ethics, developed by the BJA and it is incorporated in its entirety into this guide.

The purpose of this Code of Ethics is to establish and maintain standards for judo coaches and to inform and protect members of the public using their services.

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. Members of the BJA, in assenting to this Code, accept their responsibilities to performers, colleagues, the BJA and to society. In pursuit of these principles, judo coaches subscribe to standards in the following areas:

1. Issues of Responsibility.
2. Issues of Competence.

The Code of Ethics is a framework within which to work. It is a series of guidelines rather than a set of instructions and should be used in conjunction with the BJA's coaching licence and guidelines.

## ISSUES OF RESPONSIBILITY

Judo coaching is a deliberately undertaken responsibility and judo coaches are responsible for the observation of the principles embodied in this Code of Ethics and the BJA values.

### Humanity

- Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equally within the context of their activity regardless of sex, age, ethnic origin, religion, or political persuasion. People in this document are referred to as players. We include all parties in this including children who have full rights under all BJA safeguarding and equality policies and procedures.

### Relationships

- The good judo coach will be concerned primarily with the wellbeing, health, and future of the individual player and only secondarily with the optimisation of performance.
- A key element in a coaching relationship is the development of independence. Players must be encouraged to accept responsibility for their own behaviour and performance in training, competition, and their social life.
- Judo coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their players. This is particularly important when the coach and player are of the opposite sex and/or when a player is a young person. The coach must realise that certain situations or friendly actions could be misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike, or mistrust, and could lead to allegations of sexual misconduct or impropriety.
- The relationship between judo coach and player relies heavily on mutual trust and respect. In detail, this means that the player should be made aware of the coach's qualifications and experience and must be given the opportunity to consent or to decline proposals for training and performance.

### Commitment

- Judo coaches should clarify in advance with players and/or employers the number of sessions, fees (if any) and method of payment. They should also explore with players and/or employers the expectation of the outcome of coaching.

- Judo coaches have a responsibility to declare to their players and/or employers any other current coaching commitments. Judo coaches should also find out if any prospective client is currently receiving guidance from another teacher/coach. If so, that teacher/coach should be contacted to discuss the situation.
- Judo coaches who become aware of a conflict between their obligation to their players and their obligation to their Governing Body or other organisation employing them must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

### **Unity/Cooperation**

- Judo coaches should communicate and cooperate with other sports and allied professions in the best interests of their players. An example of such contact would be the seeking of educational and career advice/counselling for young players whose training impinges upon the performance of their studies.
- Judo coaches must communicate and cooperate with registered medical and ancillary practitioners in the diagnosis, treatment, and management of their players medical and psychological problems.

### **Advertising**

- Advertising by judo coaches in respect of qualifications and/or services shall be accurate and professionally restrained.
- Judo coaches shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

### **Integrity**

- Judo coaches should refrain from public criticism of fellow coaches. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to the BJA (or the appropriate Governing Body).
- Judo coaches just not encourage players to violate the rules of their sport and should actively discourage such action. Furthermore, coaches should encourage players to obey the spirit of such rules.
- Judo coaches must not compromise their players by advocating measures which could be deemed to constitute seeking to gain an unfair advantage. Above all coaches must never advocate the use of prescribed drugs or other banned performance-enhancing substances.
- Judo coaches must treat opponents and officials with due respect both in victory and defeat and should encourage their players to act in a similar manner.
- Judo coaches must accept responsibility for the conduct of their players insofar as they will undertake to discourage inappropriate behaviour.

### **Confidentiality**

- Judo coaches inevitably gather a great deal of personal information about players during a working relationship. Coach and player must reach agreement as to what is to be regarded as confidential information, i.e.: not divulged to a third party without the express approval of the player.
- Confidentiality does not preclude the disclosure of information to person who can be judged to have a 'right to know', relating to players when relevant to the following:
  - Evaluation of the player within the sport for competitive selection purposes.
  - Recommendations concerning players for professional purposes.

- Pursuit of disciplinary action involving players within the sport; and
- Pursuit of disciplinary action by the BJA involving fellow coaches in alleged breaches of this Code of Ethics.

### **Abuse of Privilege**

- The judo coach is privileged, on occasion, to have contact with players and to travel and reside with players while coaching and competitive practice. A coach must not attempt to exert undue influence over the player to obtain personal benefit or reward.

### **Positions of Trust**

- The power and influence of an older colleague (where an u18/u16 in Scotland 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 BJA 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 judo.
- Please note young people aged 16 to 18 can legally consent to some types of sexual activity, however, in some provisions of legislation (under the Children's Act 1989 or Home Nation equivalent) 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 or heterosexual relationships are acceptable in a position of trust.

### **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 (position) 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 such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

## British Judo Code on abuse of trust

- Any behaviour, 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 behaviour 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 BJA Case Management Group 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 BJA Code on abuse of trust and as such will result in disciplinary action.

## Personal Standards

- The judo coach must consistently display high personal standards and project a favourable image of their sport and coaching to players, other coaches, officials, spectators, the media and the general public. Any behaviour within or outside judo that could bring the sport into disrepute may lead to disciplinary action.
- Personal appearance is a matter of individual taste, but the judo coach has an obligation to project an image of health, cleanliness and functional efficiency.
- The judo coach should never smoke when coaching.
- Coaches should not drink alcohol so soon before coaching that the smell will still be on their breath when working with players.
- The wearing of shorts, flip flops and casual wear is not conducive to the professional appearance of BJA national events that the BJA is working to achieve and therefore a formal dress code is required for coaches coaching mat side at national events, with the following options:
  - Option 1: Club tracksuit and polo shirt (preferably white);
  - Option 2: Trousers (dark colour, no jeans) and collared or polo shirt.

## Safety

- Judo coaches have a responsibility to ensure the safety of the players with whom they work as far as possible within the limit of their control.
- All reasonable steps should be taken to establish a safe working environment.
- The work done and the way it is done should be in keeping with regular and approved practice within that sport.
- The activity being undertaken should be suitable for the age, experience, and ability of the players.
- The players should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

## ISSUES OF COMPETENCE

- To remain licensed to coach and be covered by insurance, all BJA coaches, regardless of the duration of the revalidation period for the license must:
  - Renew their BJA membership annually [BJA Membership](#) or Home Nation membership;
  - Provide updated DBS (or Home Nation equivalent, i.e.: in Scotland PVG) Certificate every 3 years [Enhanced Disclosure and Barring Service Check](#)
  - Every 3 years complete Safeguarding and Protecting Children in Sport (or Home Nation equivalent), alternating between face to face and online every 3 years. [Safeguarding and Protecting Children in Sport Course](#) or Home Nation equivalent.
  - Renew their First Aid Certificate every 3 years online training available every alternate 3 year period. Contact BJA Technical and Education Team for details.
  - Contact the BJA Technical and Education Team for revalidation requirements for Levels 1 to 3 coaching.

***Please Note: Should any of the above not be in place, the individual's licence to coach could be suspended and insurance cover through British Judo withdrawn.***

- Judo coaches shall confine themselves to practice in those fields of sport for which they have been trained and/or educated and which are recognised by the BJA to be valid. Valid areas of expertise are those directly concerned with Judo coaching. Training includes the accumulation of knowledge and skills through both formal coach education courses and experience at a level of competence acceptable for independent coaching practice.
- Judo coaches must be able to recognise and accept when to refer players to other agencies. It is their responsibility, as far as possible, to verify the competence and integrity of the person to whom they refer a player.
- Judo coaches should regularly seek ways of increasing their professional development and self-awareness.
- Judo coaches should welcome evaluation of their work by colleagues and be able to account to players, employers, governing bodies, and colleagues for their actions.
- Judo coaches have a responsibility to themselves and their players to maintain their own effectiveness, resilience, and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or to withdraw from coaching, whether temporarily or permanently.

## Conduct and Complaints Procedure

For information on the Conduct and Complaints procedures in relation to any complaint that may be made against a BJA coach please refer to British Judo's Conduct and Complaints Policy [BJA Conduct & Complaints Policy](#) **currently being reviewed**

## APPENDIX 10: CHILD PROTECTION DATA RETENTION PROCESS

Part of British Judo's children safeguarding commitment includes the development of a policy for the retention, storage and destruction of data that relates to child protection concerns issues.

British Judo will record any concerns where it raises an issue about the protection or safety of a child or young person. This will include all relevant details whether the concerns are shared with any other agencies.

The data that will be recorded and retained will include but will not necessarily be limited to the date and time of any alleged incident, particulars of the parties involved and any witnesses to an event, an account of what was said or done and by whom, evidence (including statements reports, photographs, video or other media), a record of any decision making by any agency or by British Judo in respect of how it dealt with the allegation or incident, any further inquiries or action taken, any judgement, opinion, assessment or other view expressed by any person involved on behalf of any agency or British Judo.

British Judo will record any information it receives from a third party or agency. This record, which will be signed and dated by the person completing it, will be retained in accordance with this policy. At the time of completion, the person providing the data should be advised that the record will be retained.

Data relating to an individual shall be filed in an individual not generic file, clearly marked and labelled with the subject's name within the secure safeguarding section of the BJA hard drive. Access to the data should be limited to those who need to have access to it and a log kept of those who have had access, when, whether any copies have been made and the reasons for access and/or copies being made.

The records should be kept securely. If the records are electronic in nature they should be encrypted or encoded with a protected password.

This policy has been drafted in accordance with English common law, the Data Protection Act 2018, the General Data Regulations 2016 and the spirit of Article 8 of the European Convention on Human Rights. It will ensure data will only be retained on grounds that are:

- Adequate, relevant and not excessive for the purpose(s) for which they are held.
- Accurate and where appropriate updated, not retained for longer than is necessary for its purpose(s).

British Judo will retain data relating to child protection issues for up to 35 years in accordance with this process and the main Association Records Retention Procedure. This is a departure to the generally accepted period of 6 years for the retention of data because of the need to balance the protection of children against the rights of the person whose data is being retained. In each case the reasons for retaining data must be recorded on the file. These reasons may be because of the nature of the data or the interests at stake (e.g.: where the data relates to the behaviour of a person who has or may be working with children where this has harmed, or may have harmed a child, suspicion that a criminal offence against or related to a child, may have been committed or behaved towards a child in a way that indicates s/he is unsuitable to work with children).

The purpose of retaining the data is to ensure it can be passed on to any agencies or third parties entitled to it or where inquiries with the Disclosure and Barring Service disclosure discloses information that an allegation did not result in either a prosecution that was discounted or dismissed or a conviction.

The decision needs to be reviewed at regular intervals of not less than every 5 years. Once the date for retention has expired or on review the decision is made to destroy the data, then it will be destroyed in accordance with the British Judo Secure Destruction Policy.

[Information Commissioner's Office](#)

## APPENDIX 11: E-SAFETY POLICY

### Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within your club or organisation. It is important that all staff, volunteers, coaches, officials, referees, Board or Trustee members, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

#### Terms:

- To protect all children and young people attending the sports club or organisation and who make use of technology (such as mobile phones, games consoles, handheld devices, communications via social media and the internet) whilst they're within the care of the club or organisation.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure the club or organisation is operating in line with their values and within the law regarding how the organisation uses information technology.

#### E-Safety Checklist:

- Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g.: Twitter and Facebook), mobile phones, game consoles and the internet.
- When engaging with digital technology or social networking companies (e.g.: Twitter, Facebook, Snapchat, TikTok etc) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
- Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated and that concerns about possible online abuse or other breaches of terms are reported.
- Decide how your sports webpage or profile will be managed within your club or organisation:
  - Vetting and managing the webpage or profile.
  - Training for the person(s) managing the organisation's online profile.
  - Involvement from your club or organisation's designated safeguarding lead person.
  - Ensure any interactive content is moderated, e.g.: club social network page or discussion forums.
- When registering or 'signing up' your sports club or organisation choose an appropriate email address and ensure that appropriate security settings are set up:
- Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
- Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club or organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.
- Address safety when adding content to your webpage or profile:
  - Sports contact details
    - Promote your sports webpage or profile.
    - Promote safe and responsible use.
  - Avoid taking personal details of children and young people.
  - When uploading content 'think before you post'

- Report fake or imposter webpages or profiles.
- Address safeguarding when promoting the sport, organisation, events and competitions.
- Where possible promote your sports webpage or profile instead of using personal accounts

### **Protecting Children Online**

There are several online platforms that young people use, many of which give them pleasure, knowledge and confidence. It is important to realise however that problems can be attached to the use of online platforms, some examples of this are:

- Cyber bullying
- Exposure to inappropriate images
- Emotional abuse
- Harassment

The potential impact can be wide ranging and have significant emotional impact and can affect confidence, self-esteem and performance.

A number of useful guides have been produced which give a greater understanding of how we can protect against some of the online dangers, and these include.

- The videophone parent's guide
- Get data online.
- Digizine
- UK safe internet centre
- [NSPCC Keeping Children Safe Online](#)

It is important that parents or carers discuss the dangers and how to minimise them with their children.

### **Coaches and Officials**

Coaches and officials should try to have a professional page separate to their personal one on social media and not allow young people to be their 'friends' on personal pages. Privacy settings should be set high if personal messages or tweets from children or young people are inappropriate. They should be challenged at the earliest opportunity. Only send texts to children or young people from your business phone. Where possible, copy their parent or carer in and make the message as formal as possible. Avoid using over familiar language and 'xx'. Wherever possible educate children and young people on the boundaries between a coach and young player.

## APPENDIX 12: USEFUL CONTACTS

Suggested, but not exhaustive, list of safeguarding organisations providing information, help and support.

**Action for Children:** (formerly NCH – National Children’s Homes) is a leading children’s charity running over 500 projects and working with children and young people affected by poverty, disability and abuse.

[www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)

**AFRUCA Africans Unite Against Child Abuse:** Works in UK BME communities to protect and safeguard children from abuse and harm.

[www.afruca.org](http://www.afruca.org)

**Age UK:** Support and advice services for the elderly. The website has many useful resources including research studies and fact sheets as well as information on protecting yourself and others from abuse.

[www.ageuk.org.uk](http://www.ageuk.org.uk); Tel: 0800 169 6565

**Barnardo’s:** Protecting, supporting and nurturing the UK’s most vulnerable children, including campaigning to end child exploitation. Provides information for parents, children, young people, and professionals showing how to spot the signs of child sexual exploitation and how to keep safe.

[www.barnardos.org.uk](http://www.barnardos.org.uk)

**Bullying UK:** Is a part of Family Lives, a charity supporting and helping people with issues that are a part of family life.

[www.bullying.co.uk](http://www.bullying.co.uk); Tel: 0808 800 2222

**Child Exploitation and Online Protection (CEOP):** A command of the National Crime Agency which helps to keep children and young people safe from sexual abuse and grooming online. It offers, guidance, advice and accepts direct reporting.

[www.ceop.police.uk](http://www.ceop.police.uk)

**Childline:** Free 24-hour support and counselling service for children and young people up to 19 years of age.

[www.childline.org.uk](http://www.childline.org.uk); Freephone helpline: 0800 1111

**Citizens Advice:** Providing free general advice and guidance around a range of concerns such as benefits, debt, relationships, housing, law, discrimination, tax, money, healthcare, and education.

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

**Educate Against Hate:** A government run website giving practical advice and information on protecting children from extremism and radicalisation.

[www.educateagainsthate.com](http://www.educateagainsthate.com)

**Family Lives** (formerly Parentline Plus: Resourcing parents, volunteers and workers providing a range of services including ‘Positive Boundaries’ which focuses on sexual bullying, peer on peer sexual exploitation and developing positive gender relationships.

[www.familylives.org.uk](http://www.familylives.org.uk); Tel: 0808 800 2222



**Hourglass** (formerly Action on Elder Abuse): is a specialist organisation that focuses on the issue of abuse towards the elderly.

[www.wearehourglass.org](http://www.wearehourglass.org); Tel: 0808 808 8141

**IKWRO:** Provides advice and support to Middle Eastern, North African and Afghan women and girls living in the UK who have experienced, or are at risk of all forms of “honour” based abuse, including: forced marriage; child marriage; and female genital mutilation (FGM); or domestic abuse.

[www.ikwro.org.uk](http://www.ikwro.org.uk); Tel: 0207 920 6460

**Kiran Support Services:** Providing help and support for Asian women and their children overcoming domestic abuse.

[www.kiranproject.org.uk](http://www.kiranproject.org.uk); Tel: 020 8558 1986

**LAWRS:** A human rights feminist organisation run by and for Latin American migrant women living in the UK.

[www.lawrs.org.uk](http://www.lawrs.org.uk); Tel: 0808 145 4909 (Monday to Friday 11am to 1pm)

**Lucy Faithfull Foundation:** A UK wide child protection charity dedicated solely to preventing child sexual abuse.

Working with families that have been affected by sexual abuse and includes male and female sexual abusers, young people with inappropriate sexual behaviours, victims of abuse and other family members.

[www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)

**Local Authorities:** Every local authority provides services to the community, including statutory services such as Children’s Services, Adult Care Services, housing, and environment. Your local council will have a website with contact details for your local services.

[www.gov.uk/find-your-local-council](http://www.gov.uk/find-your-local-council)

**Mankind:** Helping men escape domestic violence.

[www.mankind.org.uk](http://www.mankind.org.uk); Tel: 01823 334244

**Mencap:** Supporting and resourcing people with learning disabilities, their families and carers. The website has specific advice on safeguarding.

[www.mencap.org.uk](http://www.mencap.org.uk)

**MOSAC:** Supporting non-abusing parents of sexually abused children.

[www.mosac.org.uk](http://www.mosac.org.uk); Tel: 0808 980 1958

**National Domestic Violence Helpline:** A 24-hour service for domestic violence.

[www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk); Freephone: 0808 2000 247

**National LGBT+ Domestic Abuse Helpline**

Tel: 0800 999 5428

**NSPCC:** A children’s charity fighting to end child abuse in the UK and Channel Islands by helping children who have been abused, protecting those at risk and preventing abuse.

[www.nspcc.org.uk](http://www.nspcc.org.uk); Tel: 0808 800 5000

**Parents Protect:** Helping parents and carers protect children from sexual abuse and exploitation.

[www.parentsprotect.co.uk](http://www.parentsprotect.co.uk); Tel: 0808 1000 900

**Refuge:** A national charity which provides a range of specialist domestic abuse services to women and children.  
[www.refuge.org.uk](http://www.refuge.org.uk); Tel: 020 7395 7700; 24-hour helpline: 0808 2000 247

**Respect:** Leading the development of safe and effective work with perpetrators, male victims and young people using violence and abuse.  
[www.respect.uk.net](http://www.respect.uk.net); [www.respectphoneline.org.uk](http://www.respectphoneline.org.uk); Tel: 0808 802 4040

**Respect Men's Advice Line:** Run by Respect, a service for male victims of domestic abuse.  
[www.mensadivceline.org.uk](http://www.mensadivceline.org.uk); Tel: 0808 801 0327

**Restored:** An international Christian alliance based in the UK working to transform relationships and end violence against women.  
[www.restored-uk.org](http://www.restored-uk.org); Tel: 0203 9063 930 (not a helpline)

**Southall Black Sisters:** A not for profit, secular and inclusive organisation meeting the needs of Black (Asian and African-Caribbean) women by highlighting and challenging all forms, gender related violence against women, empower them to gain more control over their lives.  
[www.southallblacksisters.org.uk](http://www.southallblacksisters.org.uk); Tel: 0208 571 9995

**Samaritans:** Crisis helpline providing a listening service for any worries or concerns.  
[www.samaritans.org](http://www.samaritans.org); Tel: 116 123

**Stonewall:** Campaigns for the equality of lesbian, gay, bisexual and trans people across Britain:  
[www.stonewall.org.uk](http://www.stonewall.org.uk)

**Stop it Now!** The Lucy Faithfull child sexual abuse prevention campaign and confidential helpline for any adult concerned about sexual abuse. Providing help, advice and support for people who are displaying or considering sexually harmful behaviour or for those concerned about another's behaviour, either a child or adult.  
[www.stopitnow.org.uk](http://www.stopitnow.org.uk); Tel: 0808 1000 900

**The Hideout:** Created by Women's Aid, the Hideout is a dedicated website for children and young people to find information and support about relationship abuse and where to get help.  
[www.thehideout.org.uk](http://www.thehideout.org.uk)

**The Mix:** Free information and support for under 25s in the UK.  
[www.themix.org.uk](http://www.themix.org.uk); Tel: 0808 808 4994

**Thirtyoneeight:** An independent Christian charity providing help to individuals, organisations, charities, faith, and community groups to protect vulnerable people from abuse. Previously known as CCPAS (Churches Child Protection Advisory Services).  
[www.thirtyoneeight.org](http://www.thirtyoneeight.org); Tel: 0303 003 1111

**Victim Support:** Independent charity for victims and witnesses of crime in England and Wales.  
[www.victimsupport.org.uk](http://www.victimsupport.org.uk); Support line: 0808 168 9111

**Women's Aid:** A grassroots federation working together to provide lifesaving services in England and build a future where domestic abuse is not tolerated.  
[www.womensaid.org.uk](http://www.womensaid.org.uk)

**Young Minds:** A UK charity fighting for children and young people's mental health.

[www.youngminds.org.uk](http://www.youngminds.org.uk); Tel: 0808 802 5544

**AVA (Against Violence & Abuse):** A national organisation for professionals: frontline workers, policy officers; those with strategic responsibilities providing training and consultancy on teenage relationship abuse as well as all other forms of violence against women and girls.

[www.avaproject.org.uk](http://www.avaproject.org.uk); Tel: 0207 5490 280

**CAADA (Coordinated Action Against Domestic Abuse) now Safer Lives**

[www.saferlives.org.uk](http://www.saferlives.org.uk); Tel: 0117 317 8750

**DDC (Due Diligence Checking Ltd):** The registered body that processes all DBS/PVG applications for the URC.

[www.ddc.uk.net/urc](http://www.ddc.uk.net/urc); Tel: 0845 644 3298 or 0116 260 3055

**Survivors Guide: organisations to signpost members and staff who have experienced abuse**

**Rape Crisis England and Wales (Sexual Assault Referral Centre)**

[www.rapecrisis.org.uk](http://www.rapecrisis.org.uk);

**Safeline:** Offers specialist, tailored support for anyone affected by or at risk of sexual abuse and rape.

[www.safeline.org.uk](http://www.safeline.org.uk)

**NAPAC (National Association for People Abused in Childhood):** Support line is staffed by trained volunteers and is for adult survivors of any form of child abuse.

[www.napac.org.uk](http://www.napac.org.uk)

**Breaking The Silence:** Offers confidential professional service for men of Asian, African and African Caribbean origin aged 13 and over.

[www.breaking-the-silence.org.uk](http://www.breaking-the-silence.org.uk)

**Galop:** Service run by LGBTQ+ people for LGBTQ+ people. Specialise in supporting victims and survivors of domestic abuse, sexual violence, hate crime and other forms of abuse including honour-based abuse, forced marriage and so-called conversion therapies.

[www.galop.org.uk](http://www.galop.org.uk)

## HOME NATIONS

### **British Judo Association Head Office**

Walsall Campus

University of Wolverhampton

Gorway Road

Walsall

WS1 3BD

Email: [safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk); Website: [www.britishjudo.org.uk](http://www.britishjudo.org.uk)

Tel: 0121 728 6920 Safeguarding phone number in here?

### **Judo Scotland**

Adventure Centre

South Platt Hill

Ratho

Newbridge

EH28 8AA

Email: [info@judoscotland.com](mailto:info@judoscotland.com); Website: [www.judoscotland.com](http://www.judoscotland.com)

Tel: 0131 333 2981

### **Welsh Judo Association**

Sport Wales National Centre

Cardiff

CF11 9SW

Email: [safeguarding@welshjudo.com](mailto:safeguarding@welshjudo.com); Website: [www.welshjudo.com](http://www.welshjudo.com)

### **Northern Ireland Judo Federation**

House of Sport

Upper Malone Road

Belfast

BT9 5LA

Email: [admin@nijudo.com](mailto:admin@nijudo.com); Website: [www.nijudo.com](http://www.nijudo.com)

Tel: 02890 383814