



## Yates Martial Arts and Fitness Safeguarding & Child Protection Policy and Procedures

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### **Commitment to Safeguarding:**

At Yates Martial Arts we are committed to safeguarding children and young people under the age of eighteen and we expect everyone who works/volunteers within the club to share this commitment. All adults will take welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

### **Principles:**

Yates Martial Arts and Fitness acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects

statutory responsibilities, government guidance Working Together to Safeguard Children 2018 and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background.

### **All children:**

- Have a positive and enjoyable experience in a safe and child centred environment.
- Are protected from abuse whilst participating in activity organised within Yates Martial Arts and Fitness premises or outside.

Yates Martial Arts and Fitness acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding Yates Martial Arts and Fitness will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation

The policy and procedures will be widely promoted and are mandatory for everyone involved in Yates Martial Arts and Fitness. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Legislation & Statutory Guidance:**

### Safeguarding Children:

- Human Rights Act 1998 Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2023
- Sexual Offences Act 2003
- Data Protection Act 2018

### Safeguarding Adults at risk:

- Care Act 2014
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- The Care Act 2014- statutory guidance
- Making Safeguarding Personal Guide 2014

## **Definitions:**

In England, Northern Ireland and Wales a child is someone under the age of 18, whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018).

This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

Types of Abuse and Neglect:(according to Keeping Children Safe in Education 2023)

All school/club staff and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

### **Types, signs and indicators of abuse and neglect:**

#### **Abuse:**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult/adults or by another child/children.

#### **Physical abuse:**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, 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.

#### **Signs that MAY INDICATE physical abuse**

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.

- Injuries need to be accounted for. Inadequate, inconsistent, or excessively plausible explanations or a delay in seeking treatment should signal concern.

### **Emotional abuse:**

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

### **Signs that MAY INDICATE emotional abuse**

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention, and affection

### **Sexual abuse:**

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

### **Signs that MAY INDICATE Sexual Abuse**

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults, for example, anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

### **Neglect:**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Signs that MAY INDICATE neglect.**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

## **Child-on-child abuse**

- All members of staff at Yates Martial Arts and Fitness recognise that children can abuse other children (referred to as child-on-child abuse, previously known as 'peer-on-peer' abuse), and that it can happen both inside and outside of school/college and online.
- Yates Martial Arts and Fitness recognises that child-on-child abuse can take many forms, including but not limited to:
  - Bullying, including cyberbullying, prejudice-based and discriminatory bullying
  - Abuse in intimate personal relationships between children
  - Physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
  - Sexual violence and sexual harassment
  - Consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
  - Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
  - Upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the

intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm

- Initiation/hazing type violence and rituals
  
- Any allegations of child-on-child abuse will be recorded, investigated, and dealt with in line with this child protection policy.

### **Child-on-child sexual violence and sexual harassment**

- Yates Martial Arts and Fitness recognises that sexual violence and sexual abuse can happen anywhere, and all staff will maintain an attitude of 'it could happen here'. Yates Martial Arts and Fitness recognises sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment is never acceptable.
  
- All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously, regardless of how long it has taken them to come forward, and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment, or ever be made to feel ashamed for making a report.

### **Nude and/or semi-nude image sharing by children**

The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of eighteen. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal which makes responding to incidents complex.



- Yates Martial Arts and Fitness recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or “sexting”) can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL.
- When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised:
  - to report any concerns to the DSL immediately.
  - never to view, copy, print, share, forward, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already inadvertently viewed imagery, this will be immediately reported to the DSL.
  - not to delete the imagery or ask the child to delete it.
  - to avoid saying or doing anything to blame or shame any children involved.
  - to reassure the child(ren) involved and explain that the DSL will be informed so they can receive appropriate support and help. Do not promise confidentiality, as other agencies may need to be informed and be involved.
  - not to investigate or ask the child(ren) involved to disclose information regarding the imagery.
  - to not share information about the incident with other members of staff, children/young people, or parents/carers, including the families and child(ren) involved in the incident; this is the responsibility of the DSL.

### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

- Yates Martial Arts and Fitness recognises that both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly

referred to as trafficking) for the purpose of exploitation.

- Yates Martial Arts and Fitness recognises that children can become trapped in CCE as perpetrators can threaten victims and their families with violence or entrap and coerce them into debt. Children involved in criminal exploitation often commit crimes themselves which can mean their vulnerability as victims is not always recognised (particularly older children) and they are not treated as victims, despite the harm they have experienced. The experience of girls who are criminally exploited can also be very different to that of boys. We also recognise that boys and girls being criminally exploited may be at higher risk of child sexual exploitation (CSE).
- Yates Martial Arts and Fitness recognises that CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge, for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities and includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited, for example they may believe they are in a genuine romantic relationship.
- If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL.

## **Serious violence**

- All staff are aware of the indicators which may signal children are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of CCE.
- Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns by speaking with a DSL. The initial

response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

## **Modern Slavery**

- Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Statutory Guidance: [Modern slavery: how to identify and support victims](#).
- If there are concerns that any member of the community is a victim or involved with modern slavery, concerns should be shared with a DSL.

## **So-called Honour Based Abuse (HBA)**

- So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.
- Staff will report any concerns about HBA to the DSL. If there is an immediate threat, the police will be contacted.

## **Preventing radicalisation**

- Yates Martial Arts and Fitness recognises that children are vulnerable to extremist ideology and radicalisation. Yates Martial Arts and Fitness is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have “due regard to the need to prevent people from being drawn into terrorism”, also known as the Prevent duty and the specific obligations placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and IT policies.
- Staff will report any concerns to the DSL who is aware of the local procedures to follow for making a Prevent referral. If there is an immediate threat, the police will be contacted via 999.

## **Cyber-crime**

- Yates Martial Arts and Fitness recognises that children with particular skills and interests in computing and technology may inadvertently or deliberately stray into ‘cyber-enabled’ (crimes that can happen offline but are enabled at scale and at speed online) or ‘cyber dependent’ (crimes that can be committed only by using a computer/internet enabled device) cybercrime.
- If staff are concerned that a child may be at risk of becoming involved in cyber-dependent cybercrime, report to the DSL.

## **Domestic abuse**

- Yates Martial Arts and Fitness recognises that:
- Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents.

- Domestic abuse can include, but is not limited to, psychological (including coercive control), physical, sexual, economic, or emotional abuse.
  - Children can be victims of domestic abuse if they see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse).
  - Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background, and domestic abuse can take place inside or outside of the home.
  - Domestic abuse can take place within different types of relationships, including ex-partners and family members.
  - There is always a potential for domestic abuse to take place when parents/families separate, or for existing domestic abuse to persist or escalate post separation.
  - Domestic abuse can have a detrimental and long-term impact on children's health, well-being, development, and ability to learn.
  - Domestic abuse concerns will not be looked at in isolation and our response will be considered as part of a holistic approach which takes into account children's lived experiences.
  - It is important not to use victim blaming language and to adopt a trauma informed approach when responding to concerns relating to domestic abuse
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- If staff are concerned that a child may be at risk of seeing, hearing, or experiencing the effects of any form of domestic abuse, or in their own intimate relationships, immediate action should be taken by speaking to the DSL.

## **Mental health**

- All staff recognise that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Staff are aware that children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic Adverse Childhood

Experiences (ACEs), can impact on their mental health, behaviour, and education.

- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL.

### **Safeguarding children with Special Educational Needs or Disabilities (SEND)**

- Yates Martial Arts and Fitness acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse and neglect.
- Yates Martial Arts and Fitness recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be supported to communicate and ensure that their voice is heard and acted upon.
- All members of staff are encouraged to appropriately explore potential indicators of abuse such as behaviour, mood changes or injuries and not to assume that they are related to the child's disability. Staff will be mindful that children with SEND, or certain medical conditions may be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Members of staff are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.

- Some participants may require assistance with personal care due to being very young or disabled. If a young person needs this level of support, it should be made clear to the parent/s that this can only be carried out by a designated carer and not by the instructor. Even if the instructor is trained in carrying out personal care tasks, this compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities commencing.

Remember it is not the responsibility of Yates Martial Arts and Fitness to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.

### **Adults at risk:**

An adult at risk is considered to be anyone over the age of 18 years who is or may be unable to take care of themselves or protect him or herself against significant harm or exploitation.

The principles above apply equally to children and adults at risk, participating.

Yates Martial Arts and Fitness is committed to taking all reasonable steps to protect adults at risk from harm and discrimination.

Adult safeguarding means protecting adults rights to live in safety, free from abuse and neglect. The aims of adult safeguarding are to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.

### **How to respond to a concern:**

Yates Martial Arts and Fitness recognises everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action (page 11 paragraph 16-Working Together to Safeguard Children 2018).

Whilst accepting this duty it is recognised Yates Martial Arts and Fitness is not responsible for deciding if abuse has occurred. It does however have a duty to respond and report concerns.

All safeguarding concerns and poor practice occurrences, must be reported to the DSL, except if the issue concerns those individuals. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of the Yates Martial Arts and Fitness (for example at home, school or in the wider community). Where there is an allegation against an instructor or volunteer who works with children at the Yates Martial Arts and Fitness the DSL must report the matter to the Local Authority Designated Officer.

Instructors and volunteers must also report the following to the DSL and make a written record of what they have done, seen or heard:

- They have accidentally hurt a child
- A child seems distressed in any manner
- A child appears to be sexually aroused by their actions
- A child misunderstands or misinterprets something they have said or done

If you think a child is in immediate danger or requires medical attention, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the DSL.

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm
- Listen carefully to what is said and try not to interrupt
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Allow them to continue at their own pace
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions) using TED (tell, explain, describe).



- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help
- keep the child safe. This must be shared even if the child doesn't want you to tell anyone else.
- tell them what you will do next and with whom the information will be shared
- If they are adamant that they do not wish the information to be shared, explain that you will have to tell your lead safeguarding officer and that it will be discussed further with them
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Contact your lead safeguarding officer
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the NSPCC Helpline
- All serious concerns must be referred to statutory agencies
- Where the concern or allegation is about a member of staff or a volunteer, this must like all other concerns be reported to the Lead Safeguarding Officer (DSL) If they consider the concern to be serious, for example potentially child abuse or a crime they must report the incident to the Local Authority Designated Officer or the Police.
- When a safeguarding concern or poor practice has been identified concerning a specific child the parents/guardians/carers of that child should be notified. Where the DSL has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

### **Recording:**

Should a child make a disclosure a record in writing must be made as soon as possible, using their words as closely as possible and where relevant, using the school/club report form. The date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Referral Form.

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

### **Safer Recruiting:**

At Yates Martial Arts and Fitness we take all reasonable steps to ensure unsuitable people are prevented from working with children. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals.

### **Supervision, Support and Training:**

Once recruited, all staff and volunteers at Yates Martial Arts and Fitness will be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

### **Whistleblowing:**

It's important that people within Yates Martial Arts and Fitness have the confidence to come forward to speak or act if they're unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation. The NSPCC has a whistleblowing advice line to support professionals who have concerns about how child protection issues are being handled in their own or another organisation.

### **Monitoring:**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Board.
- As a result of any other significant change or event.

### **Useful contacts:**

#### **Yates Martial Arts and Fitness**

#### **Designated Safeguarding Lead:**

Name: Tracey Honey Email: TraceyLHoney@gmail.com Telephone: 07926081932

#### **Local Authority Designated Officers:**

The Local Authority Designated Officer (LADO) deals with [allegations against staff](#) who work with children either in education or the wider workforce.

To contact the LADO Team please call 03000 41 08 88 or email [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk).

Name: NSPCC Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Telephone: 0808 800 5000

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