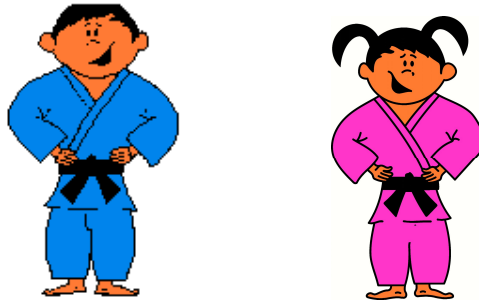


British Judo Association  
**PYRFORD JUDO CLUB**



**CHILD PROTECTION**  
**POLICY**

Issue 3  
Adopted January 2010

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## **Introduction and Policy Statement**

“Sport can contribute positively to the development of individuals. It is a vehicle for physical, mental, personal, social and emotional development. Such development is enhanced if the individual is guided by an informed, thinking, caring and enlightened coach operating within an accepted ethical framework as a self-monitoring professional “.

*( Code of Ethics and Conduct for Sports Coaches - National Coaching Foundation )*

Unfortunately the reality is that child abuse does take place both outside and within sport and it is the responsibility of adults to protect children from abuse.

This Child Protection Policy acknowledges that the Pyrford Judo Club committee and Pyrford Judo Clubs’ coaches are aware that :

- Children who are being abused will only tell people they trust and with whom they feel safe. A sports coach may be the sort of person in whom a child places his/her trust and any coach needs to be able to respond appropriately to a child who discloses evidence of abuse.
- It is essential that coaches’ own practice and behaviour puts children’s welfare first and cannot be misconstrued in any way and does not contravene accepted good practice.

Pyrford Judo Club is committed to ensuring that best practice is adopted when working with all children and young people, offering them support and protection.

Pyrford Judo Club accepts that it has a legal and moral responsibility to implement procedures to provide a duty of care for young people, to safeguard their well-being and to protect them from abuse.

## **Responsibilities**

Pyrford Judo Club Committee will:-

- Appoint a Child Welfare Officer to liaise with the BJA National Governing Body regarding current issues on Child Protection (eg. changes in legislation, implementation of policies and guidelines)
- Require coaches, staff and volunteers to read and implement the Pyrford Judo Club Child Protection Policy including good practice guidelines
- Require coaches, staff and volunteers to complete BJA personal disclosure forms and undergo the relevant criminal record checks as required by the BJA

Club Child Welfare Officers will:-

- Circulate the Child Protection Policy to all adults working within the club and make it available to club members

## Pyrford Judo Club Child Protection Policy Issue 3 Jan 2010

- Support club coaches, volunteers and members on matters of Child Protection
- Act as a point of reference on implementation of policy within their club
- Update the Essential Contacts sheet of the policy with their own local contacts
- Take responsibility for collating and securely storing records of incidents and concerns

Policy written            January 2010  
By                             Graham Hoptroff (Pyrford Judo Club Coach)

Review date              January 2011 (or sooner if there are major legislative changes)

## **Good Practice Guidelines**

The **role** of the **coach** is :

- to identify and meet the needs of individuals
  - to improve performance through a progressive programme of safe, guided practice, measured performance and/or competition
  - to create an environment in which individuals are motivated to maintain participation and improve performance
- NCF Code of Ethics and Conduct for Sports Coaches*

**Coaches** have a **responsibility** to;

- establish and maintain a safe area in which to practice sport (within the limits of their control)
- ensure the safety of players / minimise risk
- adhere to BJA guidelines on coach : player ratio and size of mat area
- ensure the activities that they offer are appropriate for the age, maturity, experience and ability of the individual
- encourage and guide participants to take responsibility for their own behaviour and performance
- protect children from harm and abuse
- promote fair play, observation of rules, and the positive aspects of the sport
- treat all young people equally, and with respect and dignity ( please refer to the BJA Equity Policy )

Pyrford Judo Club advises that to ensure good practice and to safeguard individuals, coaches **should** :

- avoid spending time alone with individual children (keep doors open if this is unavoidable)
- avoid taking children alone on car journeys
- encourage parents/adults to observe coaching sessions and support competitions
- explain to new members and parents that judo is a physical contact sport
- explain actions clearly when physical guidance is necessary to teach new skills
- provide a good role model by displaying high personal standards
- avoid changing in view of children

Coaches **should not** :

- participate in, or allow sexually provocative games
- allow or engage in inappropriate touching
- allow children to use inappropriate language
- ignore allegations made by a child
- do things of a personal nature that a child can do for him/herself

## **Recognition of Child Abuse and Bullying**

### **Definitions of Abuse**

Child abuse can take place within and outside of the family, including within a sports setting. Abuse may be causing direct harm to a child or failing to act in order to prevent harm.

There are four main kinds of abuse (in addition to bullying, which will be dealt with separately ).

- **Physical Abuse**

The actual physical hurting or injuring of children e.g. by shaking, hitting, squeezing, burning, suffocating: giving inappropriate drugs or poison.

*In sport this may include training that disregards the child's physical maturity; use of drugs to enhance performance or delay puberty.*

- **Emotional Abuse**

Persistent emotional ill treatment of a child through:- lack of love and affection, constant over-protection denying the child the opportunity to mix and socialise, constant taunting, shouting and threats which may negatively influence the child's self esteem and confidence.

*In sport emotional abuse may occur if children are subjected to constant name-calling, criticism and sarcasm, bullying, or are put under pressure to perform to unrealistic high standards.*

- **Sexual Abuse**

The abuse of children by adults (male and female) in order to meet their own sexual needs. Abuse may include; sexual intercourse, masturbation, fondling, showing pornographic material (books, videos, photos), talking in a sexually explicit manner.

*In sport, coaches should ensure that they follow guidelines at all times when using coaching techniques that may involve physical guidance of children.*

- **Neglect**

Includes situations in which adults fail to provide for a child's basic needs. This may be provision of food, clothing or shelter; failure to give love, affection and attention or constantly leaving children alone and unsupervised. *In sport neglect could include failing to ensure children's safety, exposing them to undue extremes of temperature or to unnecessary risk of injury.*

### **Indicators of Abuse**

Indicators of child abuse may include the following.

- **Physical Abuse**

*Physical indicators;* unexplained bruising, marks or injuries especially on areas of the body where accidental injuries are unlikely, bruises which reflect hand or fingertip marks, cigarette burns, scalds, broken bones ( especially in children under 2 years ).

*Behavioural indicators* ; fear of going home, fear of parents being contacted, flinching when approached or touched, withdrawn behaviour, reluctance to get changed, running away.

- **Emotional Abuse**

*Physical indicators*; failure to grow or thrive, sudden speech disorders, developmental delay.

*Behavioural indicators*; fear of parents being contacted, excessive fear of making mistakes, unwillingness to play or take part, neurotic behaviour ( eg. hair twisting, rocking ), self harm.

- **Sexual Abuse**

*Physical indicators*; stomach pains, bruising or bleeding near the genital area, discomfort when walking or sitting down, vaginal discharge or infection, sexually transmitted disease.

*Behavioural indicators*; sudden or unexplained changes in behaviour, apparent fear of someone, nightmares, eating problems or disorders, sexual knowledge which is beyond their age or developmental level, acting in a sexually explicit way, sexual drawings or language, substance or drug abuse, unexplained sources of money, not allowed to have friends.

- **Neglect**

*Physical indicators*; unkempt state, inappropriate clothing, weight loss / underweight, constant hunger, tiredness.

*Behavioural indicators*; truancy, lateness, missing doctor or hospital appointments, stealing food, few friends, regularly left alone and unsupervised.

## **Definition of Bullying**

Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, often where it is difficult for those bullied to defend themselves.

Anyone can be the target of bullying although victims are typically shy, sensitive and sometimes insecure. It is common for the targets of bullying to be different from others in some obvious way such as overweight, very small, having a disability or being from a different race or culture.

Bullying can be carried out by boys or girls, adults or children.

In sport, bullying can be carried out by :

- Any participant in sport who intimidates others
- A parent who pushes a child too hard
- A coach who has an attitude of “win at all costs”
- An official who places unacceptable pressure on a player

It is important to recognise that bullying may take the form of :

- Physical abuse – hitting, kicking etc
- Verbal abuse – teasing, name-calling, sarcasm, threats, racist or sexist comments...
- Emotional abuse – ridicule, tormenting or humiliation.
- Sexual abuse – unwanted / unnecessary physical contact, abusive comments

## **Taking Appropriate Action**

*It is not the responsibility of anyone working within Pyrford Judo Club to take responsibility for deciding whether or not child abuse is taking place.*

However, there is a responsibility to protect children by taking appropriate action enabling the relevant agencies to make enquiries and deal with the matter effectively.

## **Responding to Disclosures**

If a child wishes to confide in you the following guidelines should be adhered to.

- **Be honest**
  - do not make promises that you cannot keep
  - explain that you are likely to have to tell other people in order to stop what is happening.
- **Create a safe environment**
  - stay calm
  - reassure the child and stress that he/she is not to blame
  - tell the child that you know how difficult it must have been to confide in you
  - listen to the child and tell them that you believe them and are taking what is being said seriously.
- **Record exactly what the child has said to you and include**
  - child's name, address, date of birth
  - date and time of any incident
  - what the child said and what you said
  - your observations eg child's behaviour and emotional state
  - any action you took as a result of your concerns - specific information about who you spoke to, names, phone numbers and resulting actions
  - sign and date the record and provide a copy for your club Child Protection Officer
- **Be clear about what the child says and what you say**
  - keep questions to a minimum and do not use closed questions ( ie ones which can be answered yes or no )
  - encourage the child to use his/her own words and do not try to lead them into giving particular answers.
- **Maintain confidentiality**
  - only tell those people that it is necessary to inform.
- **Do not take sole responsibility**
  - consult someone else as soon as possible so that you can protect the child and gain some support for yourself.

## **Sharing Concerns with Parents**

There is a commitment to work in partnership with parents or carers and in most situations it may be appropriate to discuss initial concerns with parents. Bereavement in the family, a divorce or other major change in circumstances may provide a reasonable explanation for changes in a child's behaviour.

There are circumstances however, where it would be inappropriate to discuss concerns with parents/carers and may in fact put the child at greater risk. This may include sexual abuse, cases where a parent may be responsible for the abuse and parents who may not be able to respond sensibly to the situation.

## **Sharing Concerns with Professionals**

In situations where it is inappropriate to discuss concerns with parents you should discuss concerns with a senior colleague/coach, child protection officer or deal directly with social services.

- Inform the duty officer at social services or the police and explain that it involves child protection. Give accurate details of the child and what you have observed and/or what the child has said, as well as the action that you have taken.
- Social services will advise what to do next, how and when to involve parents and will take responsibility for ensuring appropriate investigations are carried out.
- Record carefully what you have heard, seen and done.
- If you are not sure what to do you can obtain advice by telephoning  
**the duty officer at the local social services**  
**the local police child protection team**  
**the NSPCC Helpline 0808 800 5000**

Appendix A should be copied and completed by individual clubs with local contact numbers for quick referral.

## **PHOTOGRAPHY POLICY**

During normal club sessions at Pyrford Judo Club there will be no photography allowed, whether still or video. This includes photography of general practice or randori.

If a parent or guardian has a wish to photograph their child at Pyrford Judo Club it can be done by prior arrangement and with the permission of the coaches at that time who can help set up a suitable photograph in a situation separate from the normal class. If the photograph is to involve another child / children then permission must be sought from the parents / guardians of any children involved. This will need to be confirmed to the satisfaction of the coach. **There will be no photography allowed in general randori or practice.**

Photography **will be allowed** at the Pyrford Judo Club annual Club Championships and the end of term Obi tournament where anyone wishing to use photographic equipment will be required to sign a register in line with British Judo Association policy.

## Appendix A Essential Contacts

<b>Local Contacts – to be inserted as appropriate</b>		
Club child protection officer	PAUL MENHENNETT	01483 224549
Local social services (including out of office hours contact)		
Local police child protection teams. In an emergency ring 999	Woking Police Station Station Approach Woking Surrey GU227SY	Tel: 0845 125 2222 Fax: (01483) 655170
Area Child Protection Committee which can be contacted via the local authority		

<b>National Contacts</b>		
The NSPCC	National Centre 42 Curtain Road, London EC2A 3NH	Tel: 020 7825 2500 Helpline: 0808 800 5000 Website: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 11111 Website: <a href="http://www.childline.org.uk">www.childline.org.uk</a>
Sports Coach UK (formerly The National Coaching Foundation)	114 Cardigan Road, Headingley, Leeds LS6 3BJ	Tel: 0113 274 4802 Website: <a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>
Criminal Records Bureau	PO Box 91 Liverpool L69 2UH	Tel: 0870 90 90 811 Website: <a href="http://www.crb.gov.uk">www.crb.gov.uk</a>

**Appendix B      Sample Incident Record Form      CONFIDENTIAL**

Information to be handed to club Child Welfare Officer

Use this form to report any cause for concern. For example;

- Suspected non-accidental injuries
- Verbal discussions that give cause for concern
- Visible signs of neglect (inappropriate clothing, poor personal hygiene)
- Disclosures made by a child

Child's name:  Child's address:  Child's date of birth:
Date and time of incident:  Observations made/details of conversation: (Continue on the back of this sheet if necessary)
Action taken:
Name and position of person reporting incident:  Signature: _____ Date: _____