

DRAFT – MEMBER CONSULTATION VERSION May 2007

**SAFELANDINGS
British Judo Association
Child Protection Toolkit**

Foreword

Child Protection in judo has changed dramatically since our work towards the Standards for Safeguarding Children in Sport started in earnest in 2002, and our new policies and procedures reflect this.

Our newly launched Child Protection Policies and Procedures now have a new addition in the form of this toolkit.

This toolkit is designed to be more of an operations manual, giving you practical help and advice in operating a child centred club.

We will be continually adding examples of best practice and other resources to this tool kit. If you have an idea that you feel may be an ideal addition please let us know.

British Judo Association

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Recruitment of volunteers and staff

Like most sports judo wouldn't exist without the many thousands of volunteers, which ensure the smooth running of all sorts of judo clubs, 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 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 in order 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 effect ways of assessing a person's suitability to work with children and may itself act as a deterrent to potential abusers. People are NOT less likely to abuse children because they are part-time, or because they are getting paid, or because they have been giving their service for years, or because they are 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 posts.

Clubs should also look to carry out retrospective checking on all existing staff by mid 2008 at the latest.

The CRB provides guidance about who can lawfully be checked through CRB enhanced disclosure).¹ Regulated Positions include:

1. Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age
2. Those whose normal duties include supervising or managing an individual in his work in a regulated position
3. The 'great and the good' in organisations providing services to children

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/volunteer who is delivering activities for children or supervising children and anyone with designated responsibility for safeguarding such as Welfare Officers. The new Vetting and Barring scheme is expected to widen the criteria to include regulated settings such as sports clubs when it is rolled out in 2008.

Planning & advertising

- Draw up a role profile or job description, which highlights key responsibilities of the role.
- Decide upon the skills and experience that an individual will need.
- Draw up a person specification.
- Identify the aims of the club.
- Reflect the clubs positive stance on child protection and equal opportunities.
- Use application forms to collect information on each applicant.
- Ensure that more than one official looks at each application form.
- Ask for identification documents to confirm the identity of the applicant,
 - e.g. passport or driving licence.

¹ www.crb.gov.uk

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- Ensure that you state clearly on the application that the post will be subject to an Enhanced Disclosure (carried out by the BJA).

Copies of the BJA Policy on recruitment of ex-offenders is on the BJA Safe Landings website.

For examples of the forms detailed in this section refer to www.britishjudo.org.uk/SafeLandings for the best practice guidelines.

Interviewing

- Meet with all applicants prior to any recruitment decisions are made
- 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 child welfare. 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?
- Give a child related scenario and ask the applicant what they would do e.g. 'it's a winter evening and the training sessions finished. A parent has not arrived to pick up their child – what would you do?'

The applicant would be expected to say they would stay with the child and contact the parents to find out where they were

- 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 and/young people and had to deal with a distressed child.

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's judo, previously.

References should be followed up prior to any offer of appointment being made.

If the references raise any concerns you are advised to contact the BJA LCPO for advice and guidance on 01509 631670.

Seeking a verbal reference is perfectly acceptable, however the information received needs to be recorded. A form for seeking a verbal reference is on the Safe Landings web site. www.britishjudo.org.uk/SafeLandings

Prior to appointment clubs must contact the BJA to check whether the person has undergone any disciplinary proceeding with the BJA and received sanctions or restrictions, which would exclude them from holding certain positions within the sport.

Criminal Record Bureau (CRB) disclosures

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

Please see the Safe Landings website British Judo Association – Procedures for dealing with positive Criminal Records Bureau (CRB) and Disclosure Scotland (DS) disclosures and reports received from statutory agencies.

The BJA will carry out CRB checks on relevant volunteers and staff every 3-4 years. As a quality control, a random sample of 1% of people checked in one year will be randomly selected to complete a disclosure the following year. In these cases the BJA will arrange for a BJA CRB Official to visit the person within one month of selection at a place and time that is convenient to the applicant.

Where the BJA Case Management Team or Club has carried out disciplinary procedures with an individual the BJA may request that the individual completes another Enhanced Disclosure check.

Please note, the BJA will not accept third-party party disclosures. For further information visit the website www.britishjudo.org.uk/SafeLandings

Appointing staff and volunteers

Clubs should consider all the information they receive via the application form, confirmation of identity, the outcome of the take up of references and the BJA CRB Enhanced Disclosure. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant into their club.

Pre-appointment decisions

- Any qualifications should be substantiated e.g. requesting photocopies of coaching certificates.
- You are responsible for your clubs compliance with the Safeguarding Vulnerable Groups Act 2006. You must be satisfied that all people working with children and vulnerable adults in your club have completed an Enhanced CRB check and have been through a Independent Safeguarding Authority check. The BJA will be able to assist you in complying with the Act.

Post appointment decisions

It is important that once a new volunteer has been recruited follow up action is taken:

- New volunteers are made aware and sign up to the club's child protection policy and procedures, best practice guidelines and codes of conduct.
- Training needs are established and actioned.
- The roles and responsibilities of the new volunteer are signed up to.
- A period of supervision/observation or mentoring is used to support the new volunteer.
- A Sports Coach UK Safeguarding & Protecting Children Workshop is completed.

Further information about the BJA's CRB Policy and Procedures can be found on the Safe Landings website. www.britishjudo.org.uk/SafeLandings

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:

- Storage in a locked cabinet
- Access to information strictly limited to authorised persons with relevant roles and responsibilities
- How long kept?
- Information sharing guidance? – reference to info sharing protocol.

The storage of this data is covered under the Data Protection Act 1988. For full details on the act contact the Information Commissioner.

Information Commissioner
Wycliffe House, Water Lane
Wilmslow
Cheshire SK9 5AF
Fax: 01625 524 510 Enquiry/Information Line: 01625 545 745
<http://www.dataprotection.gov.uk/>

Fit & proper person checklist

It is vital that BJA clubs and BJA's area recognise the importance of appointing the right type of person to the position of designated person for safeguarding and protecting children^{*}.

When appointing a designated person, ensure that you have considered their appropriateness for this role by checking them against the following criteria.

Essential

- Attendance at a Judo Specific Safeguarding & Protecting Child workshop (note: if all other criteria are met the candidate may be appointed on the understanding that they complete the Judo Specific Safeguarding & Protecting Child workshop within three months of taking on the role of designated person).
- A commitment to ensuring children enjoy judo in a positive and safe environment
- Willing and able to provide relevant references.
- Completion of a self-disclosure and an Enhanced CRB check via the BJA and acceptance by the BJA of the outcome.

A history of offending will not automatically prevent someone from working with children. Each case is considered on its merit. The BJA web site has details of the BJA's Policy on employing ex-offenders. www.britishjudo.org.uk/SafeLandings.

- 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 as individuals and with equal concern,
- Physical health – appropriate to carry out tasks.
- Mental stability, integrity and flexibility.

Desirable

- Knowledge of child protection issues^{**}.
- Knowledge of child protection legislation^{**}. (as appropriate)
- Relevant judo knowledge/understanding.

* A designated person is the person with responsibility for child protection in any given organisation. For example:

- In the BJA the designated person at a national level is the Lead Child Protection Officer.
- In a club the designated person is the Club Welfare Officer
- In a training camp the designated person may be a Camp/Training Welfare Officer or the Camp Manager.

** If an interested individual does not currently have knowledge of child protection issues and or child protection legislation this can be address by a Judo specific 'Safeguarding and Protecting Children' workshop and the 'Time to Listen' workshop specifically for Club Welfare Officers.

NB: If any person is considered not to be a 'fit' person to work with children, his/her application should be refused.

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The Club Welfare Officer

The BJA is in the process of encouraging all member clubs to have a Club Welfare Officer. Whilst at present it is not mandatory (except for clubs wishing to achieve Club Mark) the BJA fully intend to make it mandatory by the start of the 2009 Club Membership Year (1 Jan 2009).

The BJA has set a fairly 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. See appendix 11 for a CWO job and person specification.

The CWO will be a part of the management committee of each club and their role is to ensure that safeguarding is embedded into 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 LCPO.

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

Each CWO will be expected to:

- Be the children's advocate on the clubs management committee.
- Know who the BJA LCPO is and how to contact them.
- Refer any club child protection or serious poor practice (or 2nd offence poor practice) to the BJA LCPO.
- Seek advice from the NSPCC Helpline if the BJA LCPO is unavailable or in circumstances of child protection urgency.
- Seek advice from local Children's Social Care or the Police in an emergency
- Ensure the club discusses and implements the BJA's Child Protection Policy including all best practice advice on travel, tournaments, use of images etc.
- Ensure the club utilises the BJA's Child Protection and Best Practice Guidelines for recruiting volunteers and always request and follow up references.
- Ensure that all relevant volunteers and coaches at the club have an Enhanced CRB Disclosure issued by the BJA.
- Promote, support and encourage the benefits of the child protection and best practice education and awareness programme.

BJA Area Child Protection Officers

At present the BJA does not have Area level Child Protection Officers however it is envisaged that this level of designated person will be recruited to and established over the next two years (2007-08) and made up of a mixture of BJA paid staff and volunteers.

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's 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 check list

- Child protection policy statement
- Selection and recruitment policy
- A whistleblowing policy
- Health and safety policy
- Promote the Judo Code
- Equality policy
- Codes of conduct for coaches, players, officials and parents.

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

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

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

Procedures check list

- A Club Welfare Officer appointed
- Procedures for reporting concerns about the welfare of a child or young person
- Complaints and disciplinary procedures (see appendix 10)
- A system for gathering player and parental consent (see appendix 8)
- 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, one that is inclusive representing current members and potential members (e.g. representing age, gender, disability and ethnicity)
- Travel and overnight stay procedures. (see page ??)

For further guidance on how to implement the key policies and procedures see the BJA Safe Landings and Development Home page on the BJA Web site.

Training

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Recruitment and selection process checks are only part of the process to protect children 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 & Procedures is a mammoth task and the BJA has drawn up a strategy for the roll out of this induction process.

The BJA National process of 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 decision-making authority over children.
- All ad hoc volunteers that will come into contact with children in a supervised manner (e.g. general stewards for national events or World Cups – this would not include volunteers that had direct supervision of children at national events.)

Delivery method: Workshop attendance (Safeguarding & Protecting Children)

- All members of staff with significant and/or sustained contact with children or those with decision-making authority over children and policies (e.g. LCPO).
- Volunteers at national level where they would have significant and/or sustained access to children (e.g. volunteers to supervise children at specific events, camps training courses etc). It is anticipated that these volunteers would be selected from our existing children's workforce i.e. qualified coaches and welfare officers.

In some cases parents have been used in the above role and in that case a short presentation induction would be used.

- All new BJA Board Members
- BJA Chief Executive Officer
- BJA Commission Members
- All individuals seeking to become qualified coaches
- All individuals seeking to become (appointed) Club/Area Welfare Officers (CWO's and Senior Coach's of clubs will also be required to attend a Time to Listen Workshops).
- All Individuals seeking to qualify as Referees, Competition Officials and Examiners.

Note: At the time of writing the exact levels and timescales for implementation are still to be finalised.

Club Welfare Officers will induct via information pack:

Club Welfare Officers are asked 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:

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- Volunteer drivers
- Volunteer video and or photography*
- 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 volunteer

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

Think from a **child'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.

CWO's will be given a basic induction pack and training about how to manage inductions using this resource on their Time to Listen workshop.

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

- Basic information about child protection in sport.
- BJA's Child Protection Policy & Procedures (hard copy and/or CD Rom version)
- A declaration sheet for the volunteer to sign.
- A brief worksheet for the volunteer to complete and return to the CWO

More in-depth guidance as to ideas and suggested delivery aids will be available to the CWO in the Welfare Officers pack due for distribution from August 2007.

Risk management

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

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

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

Remember that an adult is anyone over the age of 18. You may have volunteers or even BJA Level 1 Coaches who are not yet 18. They cannot be considered an adult legally; therefore this affects the ratio of adults to children/young people. However, you can ask parents to come along in such circumstances. It is also important to consider the experience of the adults involved. Clearly it is best practice to have 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.

For more detailed information please see BJA Health & Safety guidance in the Safe Landings toolkit or at www.britishjudo.org.uk/SafeLandings

Planning Away trips with children & young people

This section has been written and adapted from “Safe Sport Away - A Guide to Good Planning” with kind permission of the ASA and NSPCC.

Introduction

Traveling to away competitions and having trips away from home should be both safe and fun for children. It should be a chance for all children to grow in confidence, self-esteem and skills.

When taking a team away from the Club to compete consideration and planning needs to be paramount to ensure the duty of care for the Young People within the group is fulfilled.

If you are hosting a small competition at your club, the policy for the duty of care of your team will be more or less the same as for a Coaching/Club session.

Away Events

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 - (see page 43)

Good Practice:

- Appoint a Team Manager with clear roles and responsibilities
- Ensure you have sufficient staff to manage and look after the young people - (see appendix 9 BJA Health & Safety Guidelines).
- Ensure that you have written permission from the Parents/Guardians or Carers for transporting and supervising their children whilst in your care.
- Ensure that the group has agreed to act within the Judo Code.
- 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 & Procedures (see section ??, page ??, Recruitment and Selection of Staff).
- 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 traveling away, who will act as a contact point if required.

Communicating with Parents

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

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

Transport

Private Cars

The BJA recognises that Junior/Youth judo exists on the support of Volunteers and Parents and that 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 cover.
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit.
- Drivers must be aware of their legal obligations when transporting young players.
- Parents/guardians or carers must give written permission if their Child/Children are being transported in another adult's car (see section ????, page ??).
- Clear information on the expected time of departure and arrival needs to be communicated to relevant people i.e. parents/guardians or carers.
- Drivers should not be alone with a young person (other than their own child) in the car at any time. If in an emergency situation this arises, drivers need to ensure that the young person is in the back of the car. It must be stressed that it is for emergency situations only and should not become a regular occurrence or acceptable practice
- The driver must have complied and been checked by the recruitment procedures set out in Section ??of the BJA Child Protection Policies & Procedures.

If hiring transport

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

- Passenger safety
- Competence of the driver and whether the driver holds an appropriate valid licence
- Number of driving hours for the journey and length of the driver's day, including non-driving hours
- Whether more than one driver is required
- Type of journey, traffic conditions, weather, appropriate insurance cover managing young people away from the club
- Journey time, distance and stopping points
- Supervision requirements
- Suitability of transport if the team includes any players with disabilities
- That drivers need to take breaks and to be aware of emergency procedures

Legislation Points to Remember

- Vehicles must be appropriate and roadworthy.

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- The driver is responsible for the vehicle during the trip.
- All minibuses and Coaches carrying groups of three or more young people aged between 3 and 15 years **MUST BE FITTED WITH A SEAT BELT FOR EACH YOUNG PERSON.**
Restraints must comply with legal regulations – see Dept. of Environment – “Minibus and Coach Seat Belts – Advice to Users and Operators.”
www.roads.detr.gov.uk
- There must be an anchor point for wheelchair users minibuses.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.

Supervision

- All Staff - paid or voluntary - must have complied with and been checked through the recruitment procedure set out in (see section ??, page ??).
- 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 & Protecting Children’ workshop would meet this requirement).
- For single sex groups, there must be at least one same gender member of staff.
- For mixed groups there must be at least one male and one female member of staff.

Roles and Responsibilities

- All members of staff need to have a clear knowledge of their role and responsibility for the team.
- Where possible try to appoint a Head Coach 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.
- All staff must go through an Induction programme ensuring they understand:
 - The Child Protection Policy and Procedures
 - Ethical issues
 - Codes of conduct and behaviour
- All staff must be provided with a full itinerary, including contact and medical information and travel arrangements.
- If parents are spectating at the event it needs to be made clear that the team is the responsibility of the Staff and Parents should not compromise this situation.
- There needs to be a register so that a head count can be taken at any point.

Collection

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

Late Collection

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

Staff/volunteers should:

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

Staff/volunteers should not:

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

Staff Ratios

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;

- 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 young people
- The need for there to be enough people (staff) to be able to deal with an emergency (minimum of two Staff).
- The minimum requirement of a ratio of 1:10 for a team of over 8- year-olds
- The need for the ratio to be increased for young players, depending on the above factors and considerations
- The minimum requirement of a ratio of 1:8 for a team of 8 years old and under and no more than 26 Children involved in each party.

Supervision whilst travelling

- The Team Manager is responsible for the Team and Staff at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All Team Members and Staff are 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

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- 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 when the Team is getting on and off the transport

N.B. If on an away trip over night, it is important that staff meets and understand their roles in advance. It would be good to reference and signpost to 'Safe Sport Events' in the policy document

Emergency Procedures

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

If an emergency occurs:

- Establish the nature of the emergency and names of any casualties
- Ensure the rest of the Team are safe and supervised
- Ensure all members of the party are aware of the situation and are following emergency procedures
- Ensure that a member of Staff accompanies any casualties to hospital
- Notify the Police if necessary
- Complete an incident form
- Ensure that no one in the group speaks to the media.
- All media enquiries should be managed through the BJA Head of Communications/Press Office at BJA Head Office.
- Ensure that the Team and staff do not discuss the incident
- Contact the 'Club home contact' who will:
 - Contact Parents and keep them informed about the situation
 - Liaise with the Club Staff, and if necessary the BJA
 - Liaise with the 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 cover and contacts to arrange additional cover can be found on the BJA web site.
www.britishjudo.org.uk/membership/insurance.php

Overnight Stays

Introduction

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

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

Risk Assessment

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

- Young people must not be placed in situations, which expose them to an unacceptable level of risk
- Consider the following:
 - What are the hazards?
 - Who might be affected by them?
 - What safety measures can be put in place to reduce risk?
 - Can the 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
- Ensure that there are emergency contact numbers for all of the Team and staff

Accommodation

- Discuss your code of conduct and discipline policy with the staff at the accommodation
- If rooms are equipped with satellite TV, 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, it is important to check access to the building and room and bathroom facilities
- Checks must be made to ensure that the needs of player's with disabilities are met
- All Players must know which rooms the staff are in and how to contact them if required

Communication with Parents

Before taking any young players away on a trip, you must arrange a meeting with the parents and players to provide details of the trip.

Parents must be made aware and given written information on the following:

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

Information required from Parents/Guardians/Carers

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

Preparing Players

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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 from the children and staff

On return as the children and the staff what they enjoyed and what they would change, this will help with next years planning.

Children have great ideas on making things fun – listen to them and make their fun ideas safe.

GOOD PRACTICE IN THE CARE OF CHILDREN

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

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

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's needs, NOT the adult's. The adult should only use physical contact if their aim is to develop sports skills or techniques. It is vital that coaches at a club discuss the technical needs of certain players and agree a training plan for that player e.g. A larger 14/15 yr old player may need a more advanced randori that other players in the class are unable to provide.

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

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

Physical contact may also be necessary to:

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

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission.

Physical contact should not take place in secret or out of sight of others.

The contact should not involve touching genital areas, buttocks or breasts.

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

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- Always follow the British Judo Association's (BJA) weighing-in procedure (www.britishjudo.org.uk/competitions/guidancedocs.php) 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. (see the BJA Tournament Handbook for full details or running BJA Tournaments).
- Where mixed teams travel away from home, both male and female members of staff should always accompany them. See page ?? BJA Safe Trips guidance.

See also:

NSPCC "Safe Sport Away – A Guide to Good Planning"

NSPCC "Safe Sports Events" ISBN 1-84228-035-X

<http://www.thecpsu.org.uk>

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

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

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

And you should never:

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

Just take care when children need your help

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It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are children with disabilities.

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

Relationships of trust

The power and influence of an older colleague (where an U18 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.

***“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins”.*²**

Please note: young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation (under the Children's Act 1989) they are classified as children.

There is no simple definition of a vulnerable adult but again the position of trust and the vulnerability of adults must not be abused. The principles and guidance apply irrespective of sexual orientation; neither homosexual nor heterosexual relationships are acceptable in a position of trust.

The Sexual Offences (Amendment) Act 2000 contains a proposal that it would be unlawful for any sexual activity between a person in a position of trust and any person under the age of 18 years subject to their authority.

² Caring for Young People and the Vulnerable? Guidance for preventing abuse of trust (Home Office 1999).

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

Abuse of trust and sexual or other abuse

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

Code on Abuse of Trust

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

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

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 Team complaints and disciplinary procedures.

The BJA is currently awaiting the outcome of consultation relating to ‘positions of trust’ within the Sexual Offences Act 2003, which will determine whether the jurisdiction of this area of the legislation will be extended to apply to coaches.

“It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people (Sexual Offences Act 2003)”.

The principle of this section of the Sexual Offences Act 2003 will be applied by the BJA. 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.

Use of Photographic and Filming equipment at Competitions and events

Principles

British Judo is committed to providing a safe environment for children and young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.

Key Concerns

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

These guidelines focus on the following key areas:

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

And adopt the following key principles:

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

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and their parents or carers to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- If the player is named, avoid using their photograph.
- If a photograph is used, avoid naming the player. **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child or young person.
- Only use images of players in suitable dress (Tracksuit, full judogi i.e. t-shirt/shorts/skirt, off mat clothing) to reduce the risk of inappropriate use.

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- Try to focus on the activity rather than a particular child and where possible use photographs that represent the broad range of children/and young people taking part in judo. This might include:
 - Boys and girls
 - Ethnic minority communities
 - Children and young people with disabilities

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

Use of Photographic Filming Equipment at judo Events

British Judo does not want to prevent parents/carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All Clubs and Areas should be vigilant about this possibility. Any concerns during an event should be reported to the Club/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 expectations of them in relation to child protection.

You should:

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

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

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

Professional photographers/ filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for

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the details to be recorded. Ideally they should request this at least 5 working days before the event.

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

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

Accreditation procedure:

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

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

British Judo will be launching a national video/photographic accreditation scheme in 2008. Full details and an application form will be available from our web site www.britishjudo/SafeLandings

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.

The recommended wording is:

In line with the British Judo's Protection Policy, the organisers of this event request that any person wishing to engage in any video or photography must register their details with staff at the tournament control desk before carrying out any such photography.

Registration form - Appendix 4

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's skill development within the sport. Through this policy the British Judo aims to protect children and vulnerable adults from those people wishing to take photographs and video footage for inappropriate use.

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

- Ensure that the performers and their parents/carers are aware of the purpose of the filming as a coaching aid. You must obtain consent in writing from parents/legal guardians before filming/photographing a child.

Sample Consent form – Appendix ??

- Ensure that the Club Welfare Officer and one other responsible and approved adult is present to ensure that performers are protected against inappropriate filming.
- Care should be taken to securely store the video materials to avoid inappropriate usage.

Website Images

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

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

British Judo advocates these guidelines:

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

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Guidance for the Parent or Guardian

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

However as a parent you should check that:

- The club/organisation has a published Child Protection Policy, which ensures that the children and participants are protected and kept from harm.
- There are procedures and a Child Welfare Officer 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.
- Have the coaches been screened to ensure suitability to work with children?
- Are there suitable procedures for intimate care needs for children and disabled people? e.g. routines for the use of toilet facilities and supervising.
- Does the club offer regular training to staff and volunteers?
- Are there rules regarding arrangements for travelling to events?
- Are parents discouraged from watching or becoming involved? Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.
- Observe sessions and speak to other parents/carers. Do the children seem happy, equally included and engaged in activities? Do parents have to encourage their children to attend or do they look forward to club sessions?
- Is there introductory information provided for children and parents? Is there a notice board with additional information including child protection information?

Appendix 1

Sample consent form for the use of photographs or video. (Parents and children)

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

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

The *(Club or organisation)* will follow the guidance for the use of photographs a copy of which is available from the 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)* consent to *(Club or organisation)* photographing or videoing my involvement in *(sport)*

Signed:

Date:

**Appendix 2
British Judo - Video Usage Registration Form**

Event Name			Event Date	
Applicant Name			Official Use only Type of Identification document provided (if applicable) Requests to provide identification are at the discretion of the event organiser.	
Address				
Reason for Filming/phot ography*	Parent	Press	Coach	Other
	Childs/Children's Name	Publication/Agency name	Players Name (If you are filming many players on behalf of your club simply state the number of players you will be filming)	Details
			Club Name	

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 should not be filmed/photographed outside of contest situations without the express permission of their parent/legal guardian or person acting in loco parentis.

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

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

For the purpose of these forms a child constitutes a 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 name)

on (event date).

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

Event organiser signature:

Date:

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



Appendix 4

Parental Consent Form

Name of Player:		Date of Birth:	
Details of Parent/Guardian to Contact in Case of Emergency:			
Name:		Relationship to player:	
Address:			
		Postcode: _	
Phone (h):		Phone (w):	
Phone (m):		E-mail:	
Details of another person to contact if parents/guardian are unobtainable:			
Name:		Relationship to player:	
Address:			
		Postcode: _	
Phone (h):		Phone (w):	
Phone (m):		E-mail:	

I hereby authorise Representatives of theto act on my behalf, with regards to my/our child, 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 the volunteers and I give consent for my child to use these travel arrangements on the understanding that the club has following the BJA recruitment of volunteers guidelines contained in the BJA Child Protection Policies & Procedures.

If my/our child fails to meet the weight limit for their chosen weight category at an event under the auspices of the, I hereby authorise the (Judo Club) Coaches to move my/our child up to the next weight category if they (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 up a weight category they will be removed from the event.

Signature of parent(s)/Guardian(s):

Name: _____

Date: _____

Name: _____

Date: _____

Appendix 5

British Judo Health & Safety Guidance

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

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 the 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 sheet is to provide all of the relevant information you will need to draft a venue and event specific H&S policy.

There are many applicable documents that are available on the BJA website and also in hard copy upon request. We believe that with this reference documentation and the basic minimum standards that a comprehensive policy can be prepared.

Minimum Standards:

- Minimum Coaching Qualification Levels – http://www.britishjudo.org.uk/technical/technical_home.php
- Ratio of Supervision** – 1 supervisor per 20 students in a club environment and up to 30 students in a school environment.

For the purpose of this document judo performed in a school environment is defined as judo delivered as part of the schools curriculum or in a school approved breakfast, lunchtime or after school club held on the schools premises.

** The above is the judo supervision ratios however clubs/coaches also need to remember that there are minimum general supervision ratios, which must also be followed. The NSPCC Child Protection in Sport Unit website has the latest guidelines www.thecpsu.org.uk

- Mat Standards – Mats must comply with EN12503-3: 2001. The tatami must be firm under foot and have adequate shock absorbing properties. We recommend 230 kg per cubic metre density for club and competition environments. Mat surfaces must not be torn or tattered and should have a strong base to ensure they do not slide during activities.
- Mat Spacing Standards – depending on the type of activity and intensity for practice or randori there should be adequate spacing to ensure there is a safe area in which to participate. Recommended ratio of mat area per pupil 1:2m²

Policy Documents:

- BJA Coaching Code of Ethics Document – www.britishjudo.org.uk/technical/technical_home.php
- BJA Child Protection Policy www.britishjudo.org.uk/policy/childprotection/procedures.php
- Please note that from September 2007 all Child Protection and Equity resources will be at the following URL www.britishjudo.org.uk/SafeLandings
- Equality Statement – www.britishjudo.org.uk/policy/equity_policy.php
- Competition Handbook www.britishjudo.org.uk/competitions/guidancedocs.php

In order to complete a Health & Safety policy a risk assessment must be undertaken for the specific venue and event. A simple risk assessment template can be found at

- www.britishjudo.org.uk/development/ResourcesPage.php

Once the risk assessment has been completed it should be possible for a localised H&S policy to be developed, utilising the policy documentation and minimum standards as outlined above.

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 6

Club Complaints Procedure

Many clubs will already have in place codes of conduct for players, spectators, coaches and officials. If a club is yet to have implemented codes of conduct this is the starting 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 the club is fair and consistent.

The following options can be considered:

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

It is recommended that the sanctions are built up or a combination of lighter sanctions issued. Once a decision has been taken it is not easy to reverse the decision. It is much simpler to add an additional sanction or increase the number or period of time being utilised.

Having a complaints process

Being clear about the clubs and judo's philosophy, what the sport and the club can offer to and what is expected from players, parents, coaches and officials will limit potential complaints.

Most complaints can be dealt with by referring individuals to club policies and procedures. However, where there are complaints, which cannot be satisfied via these routes there needs to be a procedure for dealing with these.

The following options can be considered:

- Complaints can be submitted in the first instance to the CWO. Alternatively where the issue relates to a technical aspect the concern can also be submitted to the appropriate coach.
- You could have complaints can be directed to the club chairman or the club committee. You could request that complaints be placed in writing.
- You should have a route of appeal, which could be your club committee; the outcome of an appeal is final.
- Remember individuals have the right to complain to the BJA Area and ultimately the BJA Complaints & Conduct Commission where they feel they have been unfairly treated by the club's committee.

Please note, all clubs must be aware of the BJA disciplinary process, which may decide that a punishment is required following a report received. Any sanctions made by the club must take into account the time it will take the BJA Complaints and Conduct Commission to deal with a case. The club must not expect the BJA to take into account any action taken by the club when dealing with cases against players, coaches and officials of their club.

Example Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Polices, Rules or Code of Conduct has been broken they should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the committee.

The report should include:

- a. Details of what, when and where the occurrence took place
 - b. Any witness statement and names
 - c. Names of any other who have been treated in a similar way
 - d. Details of any former complaints made about the incident, date, when and to whom made
 - e. A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
 3. The Club's Management Committee will have the power to:
 - a. Warn as to future conduct
 - b. Suspend from membership
 - c. Remove from membership

Any person found to have broken Club's Policies or Code of Conduct.

If the complaint is with regard to the Club's Management Committee the member has the right to report the discrimination direct to the relevant BJA Area Committee.



Appendix 10

British Judo Association

Club Welfare Officer

All British Judo Association Clubs need to have a Club Welfare Officer. Everyone in the club should know who the Club Welfare Officer is and how to contact them.

If the club organises an event or competition away from home it is also advisable to nominate a designated person for that activity.

The Club Welfare Officer needs to be well supported by the club and have a formal role on the clubs management committee. It is the whole club's responsibility to ensure children's welfare and everyone has a role to play.

The Club Welfare Officer has a key role in advising the committee on its approach and ensuring that this is monitored and reviewed.

Due to the nature of this role all Club Welfare Officers will need to complete an Enhanced CRB check before the BJA Child Protection Working Party confirms their appointment.

Person specification

- Basic administration – maintaining records.
- Be able to provide basic advice and support provision.
- Having a child focused approach – they need to be perceived as being approachable.
- Good communication skills
- Club Welfare Officer must not be a coach at the club nor related to or having a relationship with a Coach at the club for which they will serve as CWO.

Knowledge of:

- Basic knowledge of core legislation, government guidance and national framework for child protection.
- Basic knowledge of roles and responsibilities of statutory agencies (Children's Social Care, Police, NSPCC) and Area Child Protection Committees.
- Local arrangements for managing child protection and reporting procedures.
- Poor practice and abuse – behaviour that is harmful to children.
- Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Child Protection Officer role.
- Own club's policy and procedures related to safeguarding children and young people.
- Core values and principles underpinning practice.
- Awareness of equalities issues and child protection.

Recommended knowledge:

- Basic knowledge of how abusers 'target' and 'groom' clubs to abuse children. Best practice and prevention.

Training for all of the above is included in the two courses that the CWO will need to attend.

Job Description

- Assist the club to fulfil its responsibilities to safeguard children and young people at club level.

The Club Welfare Officer can expect guidance from the British Judo Association Child Protection Working Party.

The BJA will provide appropriate training and resources for the Club Welfare Officer to fulfil their role.

- Assist the club to implement its child protection plan at club level.
- Be the first point of contact for staff/volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse.

The Club Welfare Officer is responsible for following the British Judo Association's policy and procedures, in particular the reporting procedures.

This means ensuring that the appropriate records are maintained. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.

Consult initially with a statutory child protection agency such as the local Children's Social Care or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible.

- Make a formal referral to a statutory child protection agency e.g. Children's Social Care or the Police without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the Children's Social Care and the police or NSPCC.
- Report the concerns to the British Judo Association Lead Child Protection Officer.
- Be the first point of contact with the National Lead Child Protection Officer.
- Maintain contact details for local Children's Social Care, Police and how to obtain the Area Child Protection Committee's policy/procedures. Contact details for local/national help lines should also be maintained and publicised within the club.
- Promote the clubs best practice guidance/code of conduct within the club in line with the club's plans. This may involve working with children/young people and parents on developing the club's approach to expect behaviour of everyone at the club or developing and anti-bullying policy for example.
- Promote and ensure adherence to the club's child protection-training plan.

The Club Welfare Officer will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.

- Ensure confidentiality is maintained alongside the club's management committee.
- Promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare. The club should also have an Equity policy.

Training Requirements:

- Safeguarding & Protecting Children – 3hr workshop. – BJA or Sports Coach UK delivered (formerly Good Practice & Child Protection)
- NSPCC A Time to Listen - BJA delivered



Appendix 8

British Judo Association

Club Welfare Officer (CWO) Registration Form

Club Name:		Club Number:	
CWO Name:			
CWO Address:			
		CWO postcode:	
CWO contact tel:			
CWO Mobile phone:			
CWO e-mail address:			
Existing BJA licence number (if held)			

Qualifications	
	Tick one
I have attended a Sports Coach UK Child Protection in Sport workshop and enclose a copy of my certificate.	<input type="checkbox"/>
I have NOT attended a Sports Coach UK Child Protection in Sport workshop.	<input type="checkbox"/>

I confirm I have read the job and person specification and understand the role of BJA Club Welfare Officer.

Signed: Date:
Club WPO

I confirm that as Chairman/Secretary of Judo Club that we approve the above listed person to be our clubs welfare officer.

Signed: Date:
Club Chair/Club Sec

For BJA office use only	
Enhanced CRB Disclosure Cert #:	

Appendix 9

British Judo Association Volunteer Induction

As a new volunteer in judo, it is recommended that you receive a proper induction. The following process has been identified as a desirable process for new (and existing) volunteers.

1. Undergo CRB/Disclosure Scotland depending on your role within judo.
2. Choice of attending a Sports Coach UK 'Safe Guarding & Protecting Workshop' course or similar child protection awareness for sports people courses.
3. Read a copy of the BJA Child Protection Policy and Procedures. Your Club Welfare Officer will have a copy or you can obtain one from the Safe Landings area of the BJA Website. www.britishjudo.org.uk
4. Be aware of any codes of conduct that relate to your position

(Step 2 is recommended for all coaches, referees, tournament officials and team managers working with young players. Other volunteers will also benefit from attending and will be actively welcomed to attend.)

Thank you for offering you services as a volunteer in judo. Judo values your support and contribution regardless of the number of hours you can commit.

Child Protection

The majority of sporting groups in the United Kingdom cater for children and like all other organisations in the country they must have policies and procedures in place to reduce the risk of harm to children.

Most judo clubs in the UK have been asked to appoint welfare officer who can ensure that the policy and procedures are being adhered to and to act as the central club officer to receive and act upon reports should abuse be suspected reports.

It is not the responsibility of anybody within the club (or elsewhere) to decide whether abuse has occurred but it is the responsibility of everybody in the club (or elsewhere) to report any suspicion. It is the responsibility of the statutory services (Police, Children's Social Care) to investigate and determine whether abuse has occurred.

However no action is not an option.

Categories of Child Abuse

Many people will readily tell you that the categories for child abuse are physical and sexual abuse. However this is only part of the answer

The acknowledged categories are

- Physical
- Emotional
- Neglect
- Sexual
- Bullying

Your club has a copy of the BJA's Child Protection Policy & Procedures. Please take the opportunity to look at this document so that you know what to do if you notice anything you are not happy with.

British Judo thinks it's important that you have fun and be safe whilst doing judo.

We would like to take a few minutes to tell you about what YOU and YOUR COACH need to do to make your club fun for you and all your friends.

<p>Your Coach is there to make sure you have fun and are safe in judo. How will they do this?</p> <p>They will:</p> <ul style="list-style-type: none">• Be qualified to teach me judo• Put me before winning or achieving their goals• Not bully me to make me do things• Treat me as an individual• Be a good role model• Make judo fun!• Never speak to me in a way that makes me feel uncomfortable• Make sure the mat and any other equipment I might need is safe <p>If they need to have physical contact with me to show me a technique, they will explain this to me first and making sure I am comfortable with this. I have the right to say no if I am not comfortable with the physical contact.</p>	<p>As a judoka it is important that you are a role model. It means respecting the people who are there to teach you judo and other judoka by:</p> <ul style="list-style-type: none">• Accepting what the coach asks me to do within the rules of the sport.• Being prepared and on time for training and competitions• Not making insulting comments or swearing at the coach, referees, officials and other helpers at my club• Following the judo code and never bullying other judoka either myself or in a group. (Bullying means things like name calling, hitting, shoving, stealing or damaging belongings, spreading rumours, making nasty threats or sending nasty phone texts or emails). <p>WORRIED ABOUT SOMETHING?</p> <p>Don't keep it to yourself. There is someone you can turn to. You could speak to an adult you know and trust such as a parent, a teacher, the club welfare officer at your club, a school counsellor, a doctor or school nurse.</p>
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IF THERE ISN'T SOMEONE YOU FEEL YOU COULD TALK TO, YOU CAN CONTACT CHIDLIN ON 0800 1111

The above is the reverse of the British Judo Association Grade Certificates that the BJA issues to children and young people. However, don't forget that the club welfare officer has a role to play and should be contacted.

POLICY

British Judo upholds the principle that all children and young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

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

PRINCIPLES

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

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

It is a criterion of membership that all clubs, regions and affiliated bodies require staff, coaches, officials, administrators, parents and participants adopt and abide by Protection Policies and Procedures.

Equity

British Judo is committed to ensuring that all people, irrespective of age, gender, disability, race, ethnic origin, creed, colour, sexual orientation or social background have a genuine and equal opportunity to participate in judo at all levels and in all roles.

If you feel that there is any breach of this principle then please report it to the club welfare officer.