

Constitution

1. The Association

- 1.1. The Isshinkai Association, herein referred to as “the Association”, is an Association of Aikido Clubs and Members.
- 1.2. Associated clubs are affiliated to the Isshinkai Aikido Academy and thereby to Aikido Yuishinkai International.
- 1.3. The role and responsibilities of the Association are distinct from those of its associated clubs and teachers.
 - 1.3.1. The role of the **Association** is to support associated clubs, teachers and members by making available: membership of the Governing Body recognised for Aikido by Sport England or the Government recognised Governing Body in the country of the associated club, insurance, regulation and compliance to national statutory requirements, policies, guidelines and best practice, and such other advantages gained by acting on behalf of the membership as may be deemed appropriate and desirable.
 - 1.3.2. The role of **Associated Clubs** is to provide their members with a conducive environment to learn, i.e. a teacher or teachers, the opportunity to practice regularly, facilities and equipment that are safe, adequate and appropriate, compliance to national statutory requirements, policies, guidelines and best practice, and to maintain memberships of the Association.
 - 1.3.3. The role of **Head Teachers** is to provide teaching and opportunities for advancement in accordance with the Association Teaching Policy and the guidance of the Isshinkai Aikido Academy and Aikido Yuishinkai International, and to ensure the proper management of all Associated Clubs under their leadership.
 - 1.3.4. The role of **Dojo Head Teachers** is to provide teaching and opportunities for advancement in accordance with the Association Teaching Policy and the guidance of the Isshinkai Aikido Academy and Aikido Yuishinkai International, and to oversee the management of their Associated Club or Clubs.
 - 1.3.5. The role of **Qualified Teachers** is to provide teaching and opportunities for advancement in accordance with the Association Teaching Policy and the guidance of the Isshinkai Aikido Academy and Aikido Yuishinkai International, and to support their Dojo Head Teacher in his/her role.

2. Aims of the Association

- 2.1. To support clubs in providing the opportunity for both members and the general public to learn and benefit from Aikido Yuishinkai in a positive environment.
- 2.2. To spread public awareness of Aikido Yuishinkai and the benefits of practicing it.

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3. Basic Principles/Values

- 3.1. **Equal Opportunities** - membership and opportunities to participate in the activities of the Association are available to all people equally, regardless of race, creed, sexuality, cultural background or disability.
- 3.2. **Financial Purpose** - funds and membership subscriptions are for the achievement of the Aims of the Association.
- 3.3. **Non-violence** - while recognising that Aikido is widely regarded to be a Martial Art and recognising the right of the individual to defend him/herself or others threatened by aggression, the Association supports an emphasis which advocates the development of skill to minimise the amount of damage done to an aggressor, as far as possible in the circumstances.
- 3.4. **Rights** - People have a right to:
 - 3.4.1. Respect for their individuality, and their particular skills, qualities and experience.
 - 3.4.2. Respect for their social and cultural history
 - 3.4.3. Privacy and dignity
 - 3.4.4. The chance to develop new skills and knowledge
 - 3.4.5. The forming and continuation of friendships
 - 3.4.6. A safe and positive environment
 - 3.4.7. Adequate care for their physical and psychological well-being.

4. Relationship with other bodies

- 4.1. The Association acts in a spirit of partnership with other organisations with which it may work to pursue its Aims. It will seek and maintain recognition by other bodies as may be suitable or advantageous.

5. Membership of the Association

- 5.1. **Membership** - for individuals wishing to practice and learn Aikido with Association Teachers, participate in the activities of the Association and abide by it's Constitution, policies, working practices and guidelines. New Members are allowed a period of three weeks or attendance of three classes, whichever comes sooner, before being required to join the Association. Visitors from other Aikido organisations are welcome to attend beyond this for a period of up to three months before being required to join the Association, provided they have insurance which covers them to do so. Membership is conditional on payment of the relevant and appropriate subscription fee.
- 5.2. **Club Membership** - for clubs wishing to affiliate to the Isshinkai Aikido Academy, benefit from and participate in the activities of the Association and abide by it's Constitution, policies, working practices and guidelines.

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6. Structure

- 6.1. **The Committee** of the Association is comprised of Officers and committee members drawn from the Head Teachers, Dojo Head Teachers and Qualified Teachers of the Association and co-opted members drawn from the membership of the Association at the discretion of the President.
- 6.2. The Committee is responsible to the President for the maintenance of written policies, working practices and guidelines, minutes of meetings and adequate Treasurers reports and accounting.
 - 6.2.1. The Association's Officers are as follows: President, Vice Presidents, Secretary. One person may not hold more than one Association Officer's post at a time.
 - 6.2.1.1. The role of the President is one of chief steward and ambassador of Aikido lineage, leadership of the Association, forming and carrying vision for the Association and leading the committee towards achieving the aims of the Association. It is the President's duty to appoint Association Officers and committee members, preside over meetings, delegate tasks and support approved decisions of the committee with the authority of his/her position. The final decision in all matters relating to the Association rests with the President.
 - 6.2.1.2. The role of Vice President is one of steward and ambassador of Aikido lineage and leadership within the Association. It is the duty of Vice Presidents to support the President in the running and affairs of the Association using their best judgement and discretion, to preside over meetings in the absence of the President, to delegate tasks and support approved decisions of the committee with the authority of their position.
 - 6.2.1.3. The Secretary's role is one of administrative support to the committee and first point of contact for other organisations or individuals for the Association. The secretary will maintain minutes of committee meetings, correspondence and actions taken by the President, Vice Presidents or the committee.
 - 6.2.2. The President shall be the highest ranked member of the Association or a senior grade nominated by the previous or outgoing President.
 - 6.2.3. Committee members are appointed by the President, at his/her discretion or on the recommendation of standing committee members.
 - 6.2.4. Additional Committee Members will be as follows: Head Teachers, Dojo Head Teachers, Child Protection Officer, Data Protection Officer, Health and Safety Officer, BAB Liaison Officer, and may include as required: Treasurer, Membership Secretary, Club Representatives and Members' Representatives. If appropriate, Association Officers and committee members may hold one or more of the above posts in addition to their primary role.
 - 6.2.5. The quorum required for decisions to be made by the Committee is three Committee Members including at least one Association Officer if the committee

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has six or fewer members, or, five Committee Members including at least one Association Officer if the committee has seven or more members. In the case of meetings held in the absence of the President, decisions will be subsequently approved by the President unless the matters to which they relate have previously been delegated to the committee by the President, in which case the decisions of the committee shall be final.

- 6.2.6. **Sub Committees.** Committee Members may co-opt members onto sub committees to assist in the fulfilment of their roles or for specific projects which the committee may deem appropriate to develop.
- 6.3. **A Members' Forum or General Meeting** may be held from time to time to exchange views, ideas and progress reports between the membership and the Committee. A minimum of one weeks notice must be advertised to the membership.
- 6.4. **Amendments to the Constitution** must be voted in by a majority of the committee present at a full committee meeting. Notice of the proposed change must be given at a previous committee meeting after which the Association's Membership must be notified of the proposed change and the date of the vote. Members must be invited to express their views on the proposed change to the committee in writing and a minimum period of two months must be allowed before the vote is taken for them to do so.

7. Complaints And Disciplinary Procedures

- 7.1. Complaints should be addressed to the President for consideration by the Committee or to the Association Child Protection Officer, either directly or through a Club Welfare Officer. If children are involved, taking no action is not an option! Following a complaint addressed to the committee, a reply will be made outlining a response and any action taken. In the event of a complaint involving Child Protection issues, the content of any reply may be restricted by confidentiality.
- 7.2. In the event of unacceptable behaviour by a member, except if the matter is a Child Protection issue, the Teacher of the relevant member will deal with the matter in the first instance. If the matter is not resolved by this action it will be referred to the Committee for its consideration. If the matter is a Child Protection issue, the matter will be dealt with following procedures as laid down in the Child Protection Policy.
- 7.3. In the event of unacceptable behaviour by a Teacher, except if the matter is a Child Protection issue, the matter will be referred to the Teacher's Teacher or directly to the Committee for its consideration. If the matter is a Child Protection issue the matter will be dealt with following procedures as laid down in the Child Protection Policy.
- 7.4. The party about whom a complaint has been received and/or on whom disciplinary action considered, will be given the opportunity to put his or her case or to be represented, except in certain circumstances when a Child Protection issue is involved. In such special circumstances the Committee may suspend the member from participation in any, all, or specified Association or Club-Member activities without explanation until such time as the matter can be resolved and the party either

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conditionally or un-conditionally reinstated or expelled permanently. Except under such special circumstances the Committee will consider action to be taken and explain it's decision. The ultimate sanction available to the Committee is expulsion from the Association. Demotion in grade is not an option within the powers of the Association.

8. Ownership of Assets

- 8.1. The assets of the Association are owned by the Association and managed on its behalf by the President and Committee.
- 8.2. In the event of dissolution of the Association such assets will be sold and moneys remaining after all liabilities have been disposed of will be donated to an appropriate organisation, institution or registered charity, as deemed fit by the standing President and/or Committee.

Teaching Policy

For the guidance of all Teachers and as a reference for the Committee with regard to the aims and responsibilities of the Teachers. None of the guidelines should impinge upon the individual Teachers style and ability to communicate with students, but due regard must be paid to the overall ethos of Aikido.

a. **Practice Aims**

- i. Enjoyment
- ii. Skill development
- iii. Positive Attitude
- iv. Benefit for daily life

b. **Role of the Teacher**

- i. It is recognised that the relationship between Teacher and learner is a personal contract entered into freely by both parties by arrangement between them. Teachers have an inalienable right to refuse to enter into such an agreement or terminate it if they deem fit.
- ii. Minimum Qualifications – in order to be recognised as such by the Association, Teachers must hold a fixed-term teaching licence from the Isshinkai Aikido Academy. The minimum requirement for an entry-level Teaching licence from the Isshinkai Aikido Academy is the BAB Coach Level 1 Certificate and an Aikido grade of 1st Dan or above, recognised by the Academy, and a BAB Teacher's Insurance certificate. Teachers must be insured in order to teach.
- iii. Teaching - the Practice Aims should underlie all instruction. The Teacher acts as a Professional; acting primarily in the interests of his/her "client" and protecting his/her ability to do so by behaving in an ethical manner.
- iv. Involvement - Teachers should encourage members to take an interest in the Association and to participate in its events.
- v. Standard of behaviour - it is expected that Teachers should be:
 1. Correctly dressed
 2. On time for the start of classes
 3. Consistent in their approach to students
 4. Appropriately sympathetic to the problems of students
 5. Considerate of the values and sensibilities of students, e.g. Careful of the language used during classes
 6. Aware of and abiding by the Teacher's Code of Conduct (Appendix B, Isshinkai Association Child Protection Policy)



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INTRODUCTION

Sport, and Aikido Yuishinkai in particular, can provide an enormously positive influence for children and young people. Not only can it provide enjoyment and opportunities for achievement, it can be a valuable way to develop a variety of important life skills. These opportunities can only be safeguarded if kept in the safe hands of people who place the welfare of all young people first and adopt practices that support, protect and empower them. All organisations involved in activities for children have a moral and legal obligation to fulfil a duty of care for the children for whom they provide services.

Isshinkai Association organisations providing activities for minors are most probably taking all precautions and making every effort to ensure their safety and enjoyment. Sometimes however, there are people who work, or seek to work, in organisations providing services for children who may pose a risk to minors and who may harm them. This policy will help the Isshinkai Association to take all reasonable steps to prevent this from happening. Furthermore, the Isshinkai Association will require of all Associated Clubs that provide services for people under the age of 18, the adoption and implementation of an adequate and compatible Child Protection Policy.

The Isshinkai Association recognises its responsibility, that of its Associated Clubs, and that of all adults who work directly or indirectly in the provision of Aikido Yuishinkai for minors, to take all reasonable steps to ensure the safety and welfare of minors in their care. The Isshinkai Association will promote the safeguards of good practice, and the professionalism of coaches and volunteers, whether paid or unpaid, through the implementation of this Policy.

Acknowledgement

The Isshinkai Association acknowledges several organisations whose written Child Protection Policies, documents and websites have provided sources of ideas and wordings included in this policy: The British Aikido Board, The NSPCC, Sports Coach UK, The Rugby Football Union & RFUW, The Rugby League, Andover RFC Youth Academy, The British Aikido Association, The British Judo Association, The Isshinkai Aikido Academy and Test Valley Borough Council.

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1. Legal and Procedural Framework

- 1.1. The Isshinkai Association 's approach to child protection is based on the principles recognised within UK and International legislation, common law (built up in case law over time) and Government and NSPCC guidance. The following has been taken into consideration:
 - 1.1.1. The Children Act 1989
 - 1.1.2. The UN Convention on the Rights of the Child 1989
 - 1.1.3. The Human Rights Act 1998
 - 1.1.4. The Data Protection Act 1998
 - 1.1.5. Common Law Duty of Confidence
 - 1.1.6. The Protection of Children Act 1999
 - 1.1.7. "Working Together to Safeguard Children" DOH 1999
 - 1.1.8. "Caring for the Young and Vulnerable"- Home Office Guidance for Preventing the Abuse of Trust 1999
 - 1.1.9. The Criminal Justice and Court Services Act 2000
 - 1.1.10. "Are you worried about the safety of a child?" NSPCC Leaflet 2002
 - 1.1.11. "What to do if you are worried a child may be being abused" - DOH 2003.
 - 1.1.12. "Standards (9) for Safeguarding and Protecting Children in Sport" - NSPCC, Child Protection in Sport Unit 2003
 - 1.1.13. Common Law Duty of Care
 - 1.1.14. The Children Act 2004
 - 1.1.15. Time to listen - Reader NSPCC 2004



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2. ***Policy Statement***

- 2.1. It is the aim of the Isshinkai Association that all young people within the Association should enjoy Aikido Yuishinkai in a safe enjoyable setting. The Isshinkai Association is aware of the need to ensure that all clubs and individuals who provide young people with the opportunity to practice Aikido Yuishinkai, are aware of their responsibilities.
- 2.2. Good practice will involve an ongoing process of consideration and revue, working together and looking at all aspects of provision for children, so as to be well prepared to:
 - 2.2.1. Ensure the safety and enjoyment of all children and young people in the Isshinkai Association setting, as well as promote and preserve their opportunity within the Isshinkai Association for healthy personal development (e.g. physical, emotional, cognitive, psychological and social development)
 - 2.2.2. Ensure that children and young people attending Isshinkai Association activities who experience abuse of any kind, within or outside the Isshinkai Association setting, are responded to appropriately, that any concerns about the welfare of children attending Isshinkai Association activities are acted upon appropriately and not ignored, and that the full legal and moral responsibilities that accompany working with children are understood and fulfilled by adults working within the Isshinkai Association
 - 2.2.3. Ensure that adults working within the Isshinkai Association are not placed in situations where allegations against them could be made
- 2.3. The welfare of all young people is paramount.
- 2.4. The Isshinkai Association 's Child Protection Policy will be mandatory for all Associated Clubs providing services for people under the age of 18 in accordance with the Isshinkai Association Constitution.

3. ***Key Principles***

- 3.1. In the pursuit of good practice in the delivery and management of Aikido Yuishinkai, this policy recognises a young person as being under the age of 18 years (Children's Act 1989 definition). Anyone under the age of 18 should therefore be considered a minor and a subject of the purposes of this document.
- 3.2. The welfare of all young people is paramount.
- 3.3. An adult has a moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision
- 3.4. All young people, whatever their age, gender, culture, ability, language, religious beliefs, racial origin, and/or sexual identity should be able to enjoy Aikido Yuishinkai, safe from abuse of any kind.
- 3.5. It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility in Aikido Yuishinkai to report any concerns.

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- 3.6. All suspicions and allegations of abuse, incidents of poor practice or suspicions of poor practice will be taken seriously and responded to swiftly and appropriately.
- 3.7. Appropriate documentation, training and support will be made available to clubs, Academies and teachers to ensure that they are able to implement Isshinkai Association policy.
- 3.8. Individuals working with young people will be made aware of good practice in order to ensure that they are not placed in situations where allegations could be made.
- 3.9. Working in partnership with parents/carers is essential for the protection of young people.
- 3.10. The Isshinkai Association recognises the statutory responsibilities of Social Services departments and the Police to ensure the welfare of young people and is committed to complying with Local Area Child Protection Committee procedures.
- 3.11. Confidentiality should be upheld in line with the Data Protection Act 1988 and the Human Rights Act 2000.

4. This policy outlines the following key areas:

- 4.1. It recognises the responsibility of all those involved in The Isshinkai Association (professional and volunteers) to safeguard and promote the interests and well being of the children and young people with whom they are working;
- 4.2. It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people;
- 4.3. It emphasises the value of working closely in partnership with other coaches, parents, professionals and volunteers to protect children and young people from harm and discrimination;
- 4.4. It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young people, coaches and all others working within The Isshinkai Association.

5. Good Practice

- 5.1. **All young people under the age of 18 should:**
 - 5.1.1. Be allowed access to Aikido Yuishinkai in a way that is appropriate for their age, physical development and ability
 - 5.1.2. Be coached and trained by appropriately qualified and insured staff
 - 5.1.3. Not be required to train, practice or compete to a degree or in a way that may become a threat to their well being
 - 5.1.4. Not be subjected to pain-compliance techniques or against-the-joint techniques such that may become a threat to their well being and development
 - 5.1.5. Not be subjected to verbal or racial abuse from any source, especially from coaches, helpers or spectators, including references to height, weight etc.

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- 5.1.6. Not be subjected to bullying or undue pressure from any source
- 5.1.7. Be encouraged to achieve their full potential at all levels
- 5.1.8. Be instructed on how to behave, both on and off the mat
- 5.1.9. At appropriate times, be encouraged to express their views and concerns concerning the activities they participate in, and their provision
- 5.2. **Clubs, Head Teachers, Dojo Head Teachers and Qualified Teachers should ensure that:**
 - 5.2.1. Adults are aware of their responsibilities when working with young people
 - 5.2.2. There is a Child Protection Policy with an implementation and monitoring programme
 - 5.2.3. The adopted Child Protection Policy is publicised to show the organisation's commitment to providing a safe environment
 - 5.2.4. A designated officer (Child Protection Officer) is appointed with representation on relevant committees
 - 5.2.5. Procedures are in place to deal with complaints or concerns
 - 5.2.6. Training opportunities are provided for adults who work with young people
 - 5.2.7. There are Codes of Conduct and Codes of Practice in place and that all coaches sign up to the relevant codes
 - 5.2.8. Parents/carers are aware of what the organisation and coaches are doing and also of the correct procedures to express any concerns they may have
 - 5.2.9. There is an Equity Policy and that all discrimination is challenged and prohibited
 - 5.2.10. All adults who supervise young people undertake a CRB disclosure
 - 5.2.11. Guidelines are in place to control and monitor the use of photographic images of children
 - 5.2.12. A policy on bullying is developed and promoted
 - 5.2.13. Coaches are monitored and provided with feedback with particular reference to poor practice
 - 5.2.14. Children and young people have access to appropriate opportunities to express their views and concerns about the activities they participate in
- 5.3. **All coaches, helpers, volunteers and administrators dealing directly or indirectly with young people should be encouraged to demonstrate exemplary behaviour, thereby protecting themselves from allegations. They should:**
 - 5.3.1. Always work in an open environment (e.g. avoiding private or unobserved situations) and encourage an open environment (e.g. no secrets)
 - 5.3.2. Treat all young people equally, and with respect and dignity
 - 5.3.3. Always put the welfare of each young person first, before winning or achieving goals - recognising their developmental needs and capacity - avoiding excessive training or competition and not pushing them against their will

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- 5.3.4. Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process
- 5.3.5. Make Aikido Yuishinkai fun, enjoyable and promote fair play, e.g. giving enthusiastic and constructive feedback rather than negative criticism
- 5.3.6. Keep up to date with the technical and coaching skills, qualifications and insurance in Aikido Yuishinkai. Coaches should only work within the limitations of their knowledge and qualifications.
- 5.3.7. Coaches must ensure that the activities they direct or advocate are appropriate to the age, maturity and ability of the children and young people entrusted to their care.
- 5.3.8. Ensure that any form of manual/physical support is provided openly. In Aikido Yuishinkai, in order to teach or coach certain techniques effectively, it is sometimes necessary to make physical contact with the child or young person. Parents and young people should be made aware of this when they join the class. Their views should always be carefully considered and the young people themselves should always be consulted and their agreement gained.
- 5.3.9. Ensure that any physical contact is unambiguously non-sexual, in other words, would not normally be construed as sexual by a reasonable observer. Some forms of contact may be wholly appropriate in specific circumstances, such as cuddling a child or young person if they are hurt or distressed, however care must be taken to ensure that such forms of contact are made appropriately.
- 5.3.10. Being an excellent role model - for example, not smoking or drinking alcohol in the company of young people and promoting a healthy diet
- 5.3.11. Maintain a safe and appropriate distance with young Aikidoka (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them)
- 5.3.12. Ensure that if mixed groups are taken to a course or event away from home, they should always be accompanied by a male and female member of staff. (N.B. However, same gender abuse can also occur)
- 5.3.13. Ensure that at residential courses or events, adults should not enter children's rooms or invite children into their rooms. If an adult is working in a supervisory capacity, they should only enter children's rooms when accompanied by another adult
- 5.3.14. Secure parental consent in writing to act on their behalf, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- 5.3.15. Keep a written record of any injury that occurs, along with the details of any treatment given. Where staff witness an injury this must be reported to the parents at the first opportunity
- 5.3.16. Request written parental consent if club officials are required to transport young people in their cars and check that they have the appropriate driving licence and insurance cover to do so. Unless these have been checked, club officials may be under the impression they are covered when this may not be the case.



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5.3.17. If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

5.3.17.1. If you accidentally hurt a young Aikidoka

5.3.17.2. If he/she seems distressed in any manner

5.3.17.3. If a young person appears to be sexually aroused by your actions

5.3.17.4. If a young person misunderstands or misinterprets something you have done.

5.4. Coaching Ratios:

5.4.1. It is recognised that coaching styles within Aikido Yuishinkai vary from coach to coach, however, it is recommended that, when working with groups of children, the ideal coaching ratio is one coach for every 8-12 children.

5.4.2. However, even with a group of less than 12 children, coaches should never work alone with a group of children. They should ensure that they are assisted at all times by at least one other adult, preferably another qualified coach but failing that, an assistant coach or parent/volunteer helper.

5.4.3. Consideration should be given to circumstances that might arise such as; if there is an accident or an incident to a young person or member of staff, there should be enough members of staff remaining or available to supervise the group (without being put in the position of being left alone with the group).

5.4.4. At least two adults should remain present at the end of sessions until all children have been collected. They should ensure that each child is collected by the appropriate person (parents/guardians or persons authorised by them).

5.5. Late collection:

5.5.1. These can present clubs/coaches with difficult situations and the club or senior coach should develop guidelines for dealing with this and issue these to parents.

5.5.2. This should cover the club policy for dealing with late collections and a contact number for parents during an activity that can be used to inform the club of late collection.

5.5.3. Parents should also be asked to provide an alternative contact name/number. Parents should be informed it is not the responsibility of the club to transport young people in the event of them being detained.

5.5.4. All staff/volunteers in a club should be informed they should:

5.5.4.1. Attempt to contact the parent in the event of late collection

5.5.4.2. Check the club contact number for any information regarding the young person

5.5.4.3. Contact the alternative contact name/number

5.5.4.4. Wait with the young person at the sport facility with wherever possible other staff/volunteers or parents

5.5.4.5. Remind parents of the policy relating to late collection.

5.5.5. Staff/volunteers should not

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- 5.5.5.1. Take the child home or to any other location
 - 5.5.5.2. Ask the child to wait in a vehicle or sport facility with you alone
 - 5.5.5.3. Send the child home with another person without parental permission.
- 5.6. Changing rooms:**
- 5.6.1. If groups have to be supervised in changing rooms, always ensure parents/helpers/coaches/officials work in pairs and that gender is appropriate. Staff working with children or young people of different gender should not be present in the changing room when they are changing or showering.
 - 5.6.2. Separate male and female facilities should be made available. Ideally, young people should not have to change at the same time or in the same place as adults.
 - 5.6.3. Adult staff should not change or shower at the same time using the same facility as young Aikidoka
 - 5.6.4. No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities etc.
 - 5.6.5. If your club has people with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
 - 5.6.6. **N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the young person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.
- 5.7. Treatment of young people**
- 5.7.1. Prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate
 - 5.7.2. It is recommended that all treatment procedures are explained fully to the young person and **verbal consent** is given before they are carried out.
 - 5.7.3. It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed
 - 5.7.4. It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents of the young person should be invited to attend
 - 5.7.5. It is recommended that in the absence of a parent a suitable adult acting as a chaperone should be present

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5.7.6. It is important to maintain medical confidentiality and patient dignity at all times

5.8. Photography and Video

5.8.1. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions.

5.8.2. It is advisable that all clubs adhere to the appropriate guidelines detailed in Appendix A.

5.9. Relationships of Trust - Code of Conduct

5.9.1. The relationships between coaches/teachers/assistant-coaches/helpers and students/young-people/children in the Aikido setting are "Relationships of Trust".

5.9.2. The term, "Relationship of Trust" is used to describe the unequal relationship that exists between people of different status in particular circumstances, as a result of which one of the parties could be seen as being vulnerable, such as doctor/patient, teacher/pupil, coach/athlete.

5.9.3. The inequality of a relationship in which one party has significantly greater power or influence over the other is such that it would be inappropriate to form an intimate or sexual relationship while continuing the relationship of trust.

5.9.4. The power and influence that an older or senior member has over someone attending a group or activity must not be under-estimated. If there is an additional ranking or 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.

5.9.5. Although young people of 16 or 17 can legally consent to some types of sexual activity, they may still be relatively immature emotionally. In many areas of the law, for example the right to vote or the provisions of the Children Act 1989, they are still classed as children.

5.9.6. The potential inequality of a relationship of trust can be seen as undermining the ability of the individual being looked after to give free consent. This aspect of the relationship can continue to be a significant factor into adulthood and it should be remembered that any sexual activity that is not freely consented to is criminal.

5.9.7. It should, however, be recognised that genuine relationships do occur between the different levels of participants in a group. In such a situation the effects of an unequal relationship on either person may not be something either party is aware of, or sets out to exploit, however, coercive sexual relationships, or sexual relationships where a party is unable fully to give free consent, should not be allowed, even unintentionally, to develop. The inequality at the heart of a relationship of trust should be ended before any sexual relationship develops.

5.9.8. In certain circumstances, engaging in an intimate or inappropriate relationship with a young person is an "abuse of trust" and a criminal offence (Sexual Offences Amendment Act 2000 - UK wide).

5.9.9. Sexual relationships with a child below the age of consent are never acceptable under any circumstances.

Child Protection Policy

- 5.9.10. Everyone in Aikido has a duty to raise concerns about behaviour by staff, managers, volunteers or others, which may be harmful to those in their care, without prejudice to their own position.
- 5.9.11. The principles of "Relationships of Trust" apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. The principles of "Relationships of Trust" apply equally to all without regard to gender, race, religion, sexual orientation or disability.

6. Poor Practice

- 6.1. Sometimes, the practices or behaviour of coaches, volunteers or officials, can give rise to concern for the welfare of children or young people in their care, even though no harm to them is intended and the behaviour or practices are in themselves not abuse. Poor practices can invite misinterpretation of motives and result in accusations and investigations. They occupy the ground between good practice and abuse and all necessary care should be taken by those providing services to clearly understand the distinctions between what constitutes good practice, poor practice and abuse.
- 6.2. In the application of this Policy, poor practice includes any behaviour of a child protection nature that contravenes the Isshinkai Association Coaches' Code of Conduct, infringes an individuals' rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in The Isshinkai Association and will be treated seriously and appropriate actions taken
- 6.3. If, however, concerns arise about possible abuse of a child or children, it is not the responsibility of people working in The Isshinkai Association to decide if those concerns are due to poor practice or abuse, regardless of whether those concerns are due to something happening in or outside the Aikido Yuishinkai setting. The Children Act 1989 made it the responsibility of local authorities (i.e. social services) and the Police to investigate concerns and take appropriate action putting the welfare of the child first. If such concerns arise, people working in The Isshinkai Association should not jump to conclusions or attempt to investigate but follow the procedures as laid down in this document.
- 6.4. **Practice never to be sanctioned. You should never:**
 - 6.4.1. Spend time alone with young people away from others
 - 6.4.2. Take young people to your home where they will be alone with you.
 - 6.4.3. Except in an emergency, take a young person alone in your car. Even in an emergency, if at all possible, a second suitable adult should accompany you.
 - 6.4.4. Take such action without the full knowledge and consent of someone in charge at the club or the young person's parents or without fully recording the incident.
 - 6.4.5. Leave a young person alone or alone with another coach, volunteer or official if a parent or authorised person fails to arrive to pick a young person up at the end of a session. More than one adult should wait with them for a period of time on which parents have been consulted before taking agreed appropriate action.

Child Protection Policy

- 6.4.6. Engage (join in) in horseplay, or rough, physical or potentially sexually provocative games
- 6.4.7. Share a room with a young person unless you are the parent/guardian of that young person
- 6.4.8. Allow or engage in any form of inappropriate touching
- 6.4.9. Allow young people to use inappropriate language unchallenged
- 6.4.10. Make sexually suggestive comments to a young person, even in fun
- 6.4.11. Reduce a young person to tears as a form of *control*
- 6.4.12. Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- 6.4.13. Do things of a personal nature for young people or disabled adults that they can do for themselves unless you have been requested to do so by the parents/carer. (*Please note that it is recognised that some young people will always need help with things such as lace tying, adjustment of belts, etc.*);
- 6.4.14. Invite or allow young people to stay with you at your home unsupervised.
- 6.4.15. Depart the class venue until the safe dispersal of all young people is complete;
- 6.4.16. Cause an individual to lose self-esteem by embarrassing, humiliating or undermining him/her;
- 6.4.17. Treat some young people more favourably than others;
- 6.4.18. Agree to meet a young person on your own on a one-to-one basis.

7. ***Abuse***

The four main types of abuse are:

7.1. ***Emotional Abuse***

- 7.1.1. This occurs when individuals persistently fail to show young people due care, love or affection, where a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. There may also be over protection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous. Some level of emotional abuse is involved in all types of ill treatment of a young person.
- 7.1.2. In an Aikido Yuishinkai setting, emotional abuse may occur when coaches:
 - 7.1.2.1. Provide repeated negative feedback
 - 7.1.2.2. Repeatedly ignore a young person's efforts to progress
 - 7.1.2.3. Repeatedly demand performance levels above those of which the young person is capable

Child Protection Policy

- 7.1.2.4. Repeatedly withdraw love, attention or approval as a means of motivating a young person to conform or meet expectations
 - 7.1.2.5. Over-emphasise the winning ethic or an ethic of success.
- 7.2. *Abuse by Neglect***
- 7.2.1. This occurs when a young person's essential needs for food, warmth and care fail to be met. Failing to or refusing to provide love and affection could also be deemed as neglect.
 - 7.2.2. In an Aikido Yuishinkai setting, neglect may occur when:
 - 7.2.2.1. Young people are left alone without proper supervision
 - 7.2.2.2. A young person is exposed to unnecessary heat or cold without fluids or protection
 - 7.2.2.3. A young person is exposed to an unacceptable risk of injury.
- 7.3. *Physical Abuse***
- 7.3.1. This occurs when individuals, including some young people, deliberately inflict injuries on a child, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when individuals give young people alcohol, or inappropriate drugs, or fail to supervise their access to these substances.
 - 7.3.2. In an Aikido Yuishinkai setting, physical abuse may occur when:
 - 7.3.2.1. Coaches, helpers or officials expose young people to exercise/training which disregards the capacity of the players immature and growing body;
 - 7.3.2.2. Coaches, helpers or officials expose young people to overplaying, over training or fatigue;
 - 7.3.2.3. Coaches, helpers or officials expose young people to alcohol, or give them the opportunity to drink alcohol below the legal age;
 - 7.3.2.4. Coaches, helpers or officials expose young people to performance enhancing drugs and recommend that they take them.
- 7.4. *Sexual Abuse***
- 7.4.1. This occurs when girls and boys are used by adults or other children, both male and female, to meet their own sexual needs. Examples include forcing a child to take part in sexual activity such as sexual intercourse, masturbation, or oral sex. Showing children pornographic material or making suggestions or implying that sexual favours can help (or refusal hinder) a sporting career.
 - 7.4.2. In an Aikido Yuishinkai setting, sexual abuse may occur when the close proximity of coaches and others to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.



Child Protection Policy

7.5. Confronting "Abuse"

- 7.5.1. "Abuse" is a powerful and emotive term. There is a tendency to think the worst when we hear it used and this can result in an unhelpful, overly simplistic way of looking at "Child Protection". Not all abuse is sexual, or even physical. The term in fact covers a spectrum of behaviour, all of which is harmful, but varying in degree. It is important, particularly for coaches, to recognise how fine the line between poor practice and abuse can be, and how, in a changing society, practices that were in the past considered good by some, could now be widely considered abusive. Being mindful of this, coaches will recognise the need to work positively and continually toward "best practice".
- 7.5.2. In order to provide young people with the best possible experiences and opportunities in Aikido Yuishinkai, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures that Aikido Yuishinkai makes a positive contribution to the development of young people and safeguards their welfare, but also protects all personnel from false allegations of abuse or poor practice.
- 7.5.3. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document.
- 7.5.4. When a young person enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the young person's self esteem. In such instances the club must work with the appropriate agencies to ensure the young person receives the required support.
- 7.5.5. If we do encounter instances or allegations of sexual or physical abuse the experience can generate strong emotions. It is important to understand these feelings and not allow them to interfere with our judgement about any action to take. In such a situation it is crucial to follow procedures and guidelines as laid down in this policy.
- 7.5.6. It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of employees or volunteers in The Isshinkai Association to determine whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a young person.

7.6. Recognising the signs of Abuse

- 7.6.1. It is not the responsibility of those working in The Isshinkai Association to decide that child abuse is occurring but it is their responsibility to be vigilant and to act on any concerns.
- 7.6.2. Indications that a young person may be being abused include the following:

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- 7.6.2.1. Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- 7.6.2.2. An injury for which the explanation seems inconsistent
- 7.6.2.3. The young person describes what appears to be an abusive act involving him/her
- 7.6.2.4. Someone else (a young person or adult) expresses concern about the welfare of another young person
- 7.6.2.5. Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- 7.6.2.6. Inappropriate sexual awareness
- 7.6.2.7. Engaging in sexually explicit behaviour
- 7.6.2.8. Distrust of adults, particularly those with whom a close relationship would normally be expected
- 7.6.2.9. Has difficulty in making friends
- 7.6.2.10. Is prevented from socialising with other young people
- 7.6.2.11. Displays variations in eating patterns including overeating or loss of appetite
- 7.6.2.12. Loses weight for no apparent reason
- 7.6.2.13. Becomes increasingly dirty or unkempt.
- 7.6.3. It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parents will help to identify any concerns that a young person may be experiencing, e.g. family bereavement.

8. Responding to Disclosure, Concerns and Allegations

8.1. How to Respond to a disclosure from A Young Person

- 8.1.1. If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them (this is termed a 'disclosure'), the person receiving information should:
 - 8.1.1.1. React calmly so as not to frighten or deter the young person
 - 8.1.1.2. Tell the young person he/she is not to blame and that he/she was right to tell
 - 8.1.1.3. Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language
 - 8.1.1.4. Keep any questions to the absolute minimum needed to ensure a clear and accurate understanding of what has been said
 - 8.1.1.5. Reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments

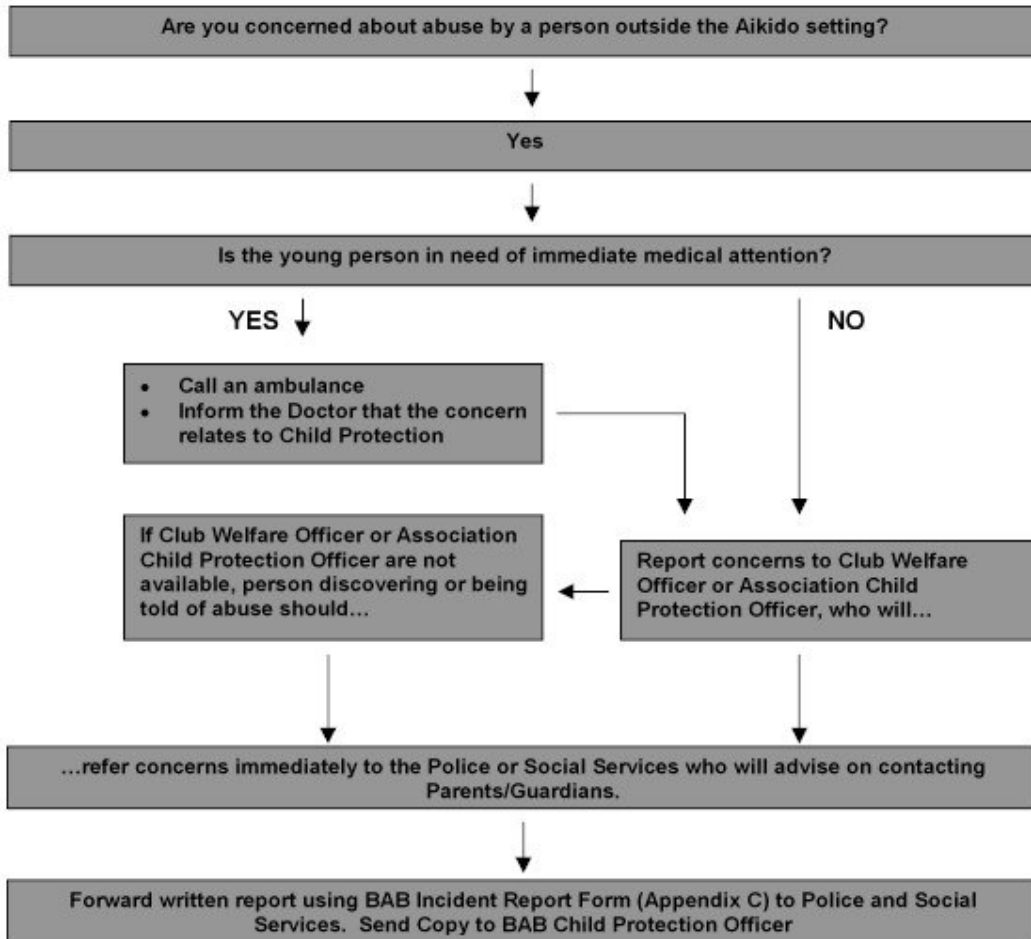
Child Protection Policy

- 8.1.1.6. Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111
- 8.2. **Actions to avoid:** The person receiving the disclosure should **not**:
 - 8.2.1. Panic
 - 8.2.2. Allow their shock or distaste to show
 - 8.2.3. Ask questions other than to clarify that they have enough information to act
 - 8.2.4. Speculate or make assumptions
 - 8.2.5. Make negative comments about the alleged abuser
 - 8.2.6. Approach the alleged abuser
 - 8.2.7. Make promises or agree to keep secrets.
- 8.3. **N.B.** It may not be that all young players are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young person, record what has been observed in detail and follow the procedures to report these concerns, as detailed below:

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9. *Dealing with Possible Abuse Occurring Outside the Isshinkai Association Setting*

- 9.1. If a young person informs you directly that he/she is being abused outside the The Isshinkai Association environment **OR** through your own observations **OR** through a third party you become aware of possible abuse, you must **REACT IMMEDIATELY**

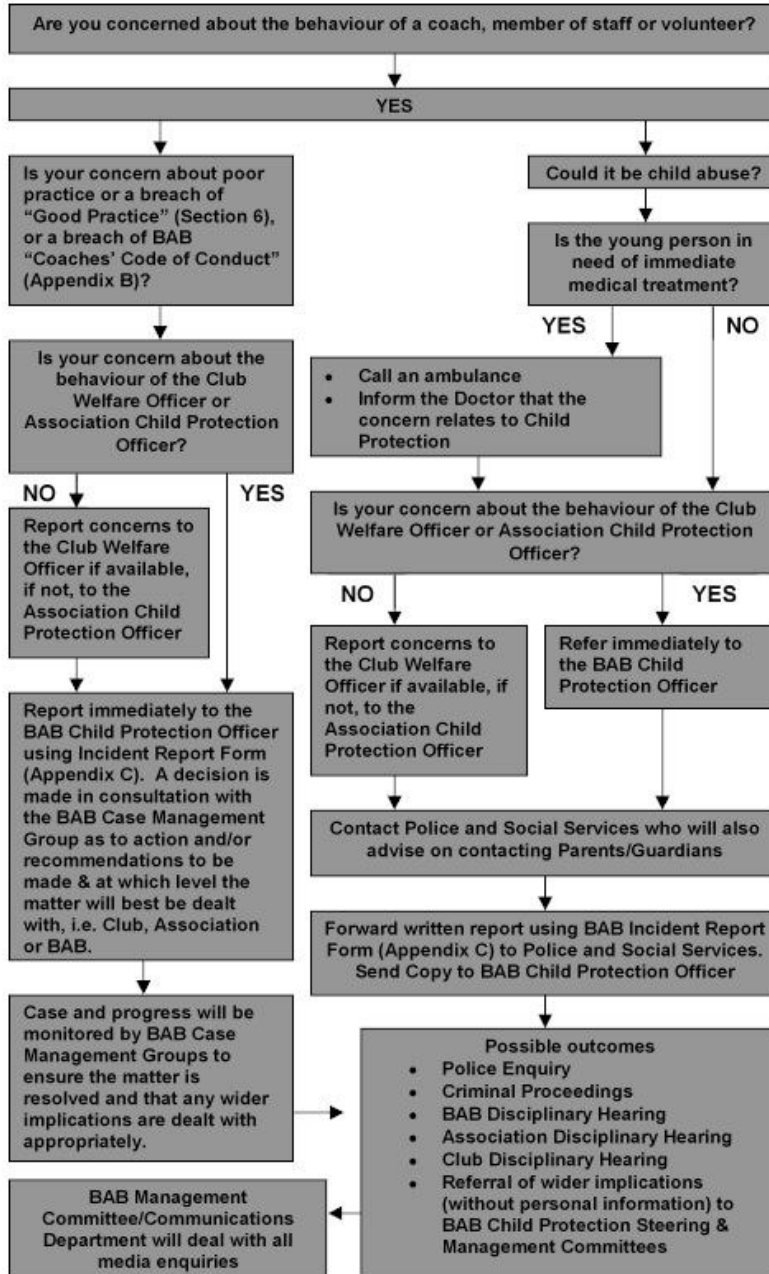




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10. Responding to Disclosure, Concerns and Allegations About Something Within the Isshinkai Association

10.1. If a young person informs you directly that he/she is being abused within the The Isshinkai Association environment OR through your own observations OR through a third party you become aware of possible abuse or poor practice within the The Isshinkai Association environment, you must REACT IMMEDIATELY



Child Protection Policy

11. Recruitment and Selection of Staff, Coaches and Volunteers

- 11.1. Anyone may have the potential to abuse young people in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children.
- 11.2. It is essential the same approach is used consistently throughout Aikido Yuishinkai within the Isshinkai Association.
- 11.3. Under the Protection of Children Act 1999, all individuals working on behalf of the Isshinkai Association or its Associated Clubs are treated as employees whether paid or volunteers. Associated Clubs therefore have a responsibility to ensure that:
 - 11.3.1. All adults who have direct or indirect “regular supervisory contact with young people” undertake CRB disclosure.
 - 11.3.2. Coaches hold minimum up-to-date BAB coaching qualifications, and current insurance cover
 - 11.3.3. Coaching qualifications, are verified
 - 11.3.4. Staff, Coaches and Volunteers have access to induction training that covers current Child Protection Policies and Procedures.
 - 11.3.5. Concerns arising during this process regarding the suitability or training needs of staff, coaches or volunteers are noted, fed back to the individual and acted upon as appropriate.

12. Child Protection Officers & Organisational Structure

- 12.1. The Isshinkai Association will identify a designated person to be titled the Isshinkai Association Child Protection Officer to handle child protection issues. (See Appendix D). Prior to appointment, this person will be required to undertake a Criminal Records Check. The Isshinkai Association Child Protection Officer will be supported by the BAB Child Protection Officer.
- 12.2. All Associated Clubs must identify a designated person to be titled the Club Child Welfare Officer to handle child protection issues. (See Appendix F). Prior to appointment, these persons will be required to undertake a Criminal Records Check.
- 12.3. The Association Child Protection Officer must have a formal role within the Association's management Structure. The Association Child Protection Officer will require support from the Association, and designated training will be provided. The Association may appoint more than one Child Protection Officer if they so wish to cater for particular age groups and genders.
- 12.4. The role of the Association Child Protection Officer is crucial in ensuring that the BAB Child Protection Policy and Implementation Procedures work in practice.
- 12.5. The Club Child Welfare Officer acts as the first point of contact for anyone in the Club (staff, volunteer, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children. The Association Child Protection Officer may also act as the first point of contact for anyone in the

Child Protection Policy

Association (staff, volunteer, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children.

- 12.6. Child Protection Officers therefore need to be perceived as being approachable and as having a child-focused approach.
- 12.7. Child Protection Officers do not need to be child protection 'experts'. That is the role of the statutory agencies (Police and Social Services). Ideally, they should have a background in working with children such as teachers, child minders, social workers, Police child protection team officers, child health workers.
- 12.8. Both Association Child Protection Officers and Club Child Welfare Officers need to be supported by Association and club management and should have formal roles in the management structures.

13. Race and Racism

- 13.1. Young people from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse.
- 13.2. All organisations working with young people, including those operating where ethnic minority communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on the death of Stephen Lawrence as *'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'*.

14. Bullying

- 14.1. Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. There are three main types of bullying:
 - 14.1.1. Physical, e.g. hitting, kicking, theft;
 - 14.1.2. Verbal, e.g. racist or homophobic remarks;
 - 14.1.3. Emotional, e.g. persistent negative feedback.
- 14.2. All of these will include:
 - 14.2.1. Deliberate hostility and aggression towards a victim;
 - 14.2.2. A victim who is weaker and less powerful than the bully or bullies;
 - 14.2.3. An outcome that is always painful and distressing for the individuals.
- 14.3. Bullying behaviour may also include:
 - 14.3.1. Other forms of violence;
 - 14.3.2. Sarcasm, spreading rumours, persistent teasing;
 - 14.3.3. Tormenting, ridiculing, humiliation;
 - 14.3.4. Racial taunts, graffiti, gestures;
 - 14.3.5. Unwanted physical contact or abusive, offensive comments of sexual nature.



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- 14.4. The nature of Aikido Yuishinkai as a self-defence system may attract children and young people who have experienced bullying in the past and also makes it a potential environment for the bully.

Photographic Images - Isshinkai Association Guidelines**Rules to be observed**

While the Isshinkai Association recognises that publicity and pictures of young people enjoying Aikido Yuishinkai are essential to promote the activity and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardians/young people have granted their consent for the taking and publication of photographic images and have signed and returned a Parent/Guardian and Young Person Permission Form
- All young people must be appropriately dressed for the activity taking place
- Photography or recording should focus on the activity rather than a particular young person and personal details that might make a young person vulnerable, such as their exact address, should never be revealed.
- Where an individual has achieved success in Aikido Yuishinkai (e.g. when showing triumph over adversity), permission must be gained from a parent/guardian and the young person to use photographs/recordings and relevant details
- Where possible, to reflect the Isshinkai Association Equity Policy, photographs/recordings should represent the diverse range of young people participating in Aikido Yuishinkai
- Anyone taking photographs or recording at any Isshinkai Association event, regardless of equipment used and including mobile phones, must have a valid reason for doing so and seek the permission of the organisers/persons in charge;
- They should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of the event;
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the Club, Association or BAB Child Protection Officer, as appropriate.

Key Concerns

The key concerns contained within this policy regarding the use of images of young people relate to:

- The taking of inappropriate photographs or recorded images of young people;
- The possible identification of young people when a photograph is accompanied by inappropriate information;
- The inappropriate use, adaptation or copying of images for use on child pornography websites.

Child Protection Policy

Recording Images of Young People

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on sport websites and other publications.

Therefore, the following guidelines should be followed:

- All young people featured in photographs/recordings must be appropriately dressed with Dogi covering their torso from at least the bottom of their neck to their calves.
- The photograph/recording should ideally focus on the activity. Where possible, images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children);
- Clubs' or organisations' coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions. However, care should be taken in the dissemination and storage of the material.

Publishing Images of Young People

If a photograph/recording is used, personal details of young people such as email address, home address and telephone numbers should never be revealed;

Ask for parental/guardian permission to use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the sport. A Parent/Guardian and Child Permission Form is the best way of achieving this and can be done at the beginning of the year or term

Where a story concerns an individual (e.g. success at grading, triumph over adversity), particular attention should be paid to ensuring permission is gained from a parent/guardian and the young person to use a photograph/recording and relevant details;

In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded. It is therefore recommended that you use an independent server so that material cannot be accessed, copied or downloaded

Think about the level of consideration that you give to the use of images in all publications, e.g. the processes used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

Try to take photographs that represent the diverse range of youngsters participating safely in Aikido Yuishinkai. This might include:

- Boys and girls;
- Young people from minority ethnic communities;
- Girls with hair covered;
- Disabled people;
- Glasses ;

Jewellery should be off in all images.

Child Protection Policy

Use of Photographic/Filming Equipment by the Media at Isshinkai Association Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

While this might be rare in Aikido Yuishinkai, all those involved have a duty of care to young people to ensure that this risk is as small as possible. By taking some simple steps, risks will be reduced.

If professional photographers are commissioned or the press is invited to an Isshinkai Association activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of young people:

- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign an Event Registration Form
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to Aikidoka or one-to-one photo sessions at events
- Do not approve/allow photo sessions outside the event or at a young Aikidoka's home.

Use of Photographic/Filming Equipment by Parents and Spectators

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

- Parents and spectators should be prepared to identify themselves, if requested, and state their purpose for photography/filming.

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern
- Event organisers should approach and challenge any person taking photographs who has not made his/herself known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

Summary

Protecting the welfare of young people is about putting in place the best possible practices and procedures; this will protect not only young people but also the adults in The Isshinkai Association.



Teachers' Code of Conduct

1. All Isshinkai Association Teachers must respect the rights, dignity and worth of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
2. All Isshinkai Association Teachers must place the physical and emotional well being of all young Aikidoka above all other considerations, including the development of performance
3. The relationship that an Isshinkai Association Teacher develops with the Aikidoka with whom they work must be based on mutual trust and respect
4. All Isshinkai Association Teachers must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young Aikidoka
5. All Isshinkai Association Teachers must encourage young Aikidoka to accept responsibility for their own behaviour and performance
6. All Isshinkai Association Teachers should clarify with the young Aikidoka (and their parents/carers) what is expected of them both on and off the mat and also what they are entitled to expect from the coach ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and Aikidoka is necessary within coaching practice
7. All Isshinkai Association Teachers must promote the positive aspects of Aikido Yuishinkai. Behaviour contrary to the spirit of Aikido Yuishinkai or relevant regulations or the use of prohibited techniques or substances must never be condoned.
8. All Isshinkai Association Teachers should ensure young Aikidoka and relevant people are aware of their qualifications and experience, respecting the rights of Aikidoka to choose to consent or decline to participate
9. All Isshinkai Association Teachers should refrain from public criticism of other coaches, or officials- the definition of public in this instance means criticism expressed in any branch of the media or in a lecture or seminar.
10. Isshinkai Association Teachers claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner
11. All Isshinkai Association Teachers must declare, to the appropriate body, any criminal convictions.



British Aikido Board Incident Report Form

Your Name _____		Your Position _____			
Association _____		Club _____			
Child's Name _____		Date of Birth _____	Sex: <table border="1"><tr><td>M</td><td>F</td></tr></table>	M	F
M	F				
Child's Address _____		Parent/Carer's Address _____			
_____		_____			
_____		_____			
Disability (if applicable):					
Ethnic Group					
1. White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other, please specify _____		
2. Mixed	<input type="checkbox"/> White Black Caribbean	<input type="checkbox"/> White Black African	<input type="checkbox"/> White Asian		
	<input type="checkbox"/> Other mixed background, please specify _____				
3. Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi		
	<input type="checkbox"/> Other Asian background, please specify _____				
4. Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African			
	<input type="checkbox"/> Other Black background, please specify _____				
5. Chinese or other Oriental group	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other, please specify _____			
6. Other group not included above	<input type="checkbox"/> Please specify _____				
Time and Date of any incident _____					
Your Observations: _____					

State exactly what the child said and what you said. Remember, do not lead the child, record actual details.					



Isshinkai Association

Child Protection Policy

Action taken so far: _____		
Name of accused: _____		Position in Aikido: _____
Relationship between accused and child: _____		
Ethnic origin, please state as per chart overleaf		
Marital Status _____	Age _____	: _____
Address _____		
External Agencies Contacted (Dates & Times)		
Police	Contacted by: _____	Date & Time: _____
	Contact Name and Number: _____	
	Details of advice given: _____	
Social Services	Contacted by: _____	Date & Time: _____
	Contact Name and Number: _____	
	Details of advice given: _____	
BAB (e.g.CPO)	Contacted by: _____	Date & Time: _____
	Contact Name and Number: _____	
	Details of advice given: _____	
Local Authority	Contacted by: _____	Date & Time: _____
	Contact Name and Number: _____	
	Details of advice given: _____	
Other (e.g. NSPCC)	Contacted by: _____	Date & Time: _____
	Contact Name and Number: _____	
	Details of advice given: _____	

N.B. A copy of this form should be sent to Social Services or the Police after the telephone report. A copy should also be sent to the BAB Child Protection Officer. Remember to maintain confidentiality on a need to know basis in order to protect the child. Do not discuss this incident with anyone other than those who need to know.

Signature _____

Print Name _____

Date: _____



1.1 **Association Or Regional Child Protection Officer**

1.2 **Job Description**

2 KNOWLEDGE TO BE ACQUIRED THROUGH TRAINING	3 SKILLS	TASKS
<p>3.1</p> <p>3.2 Recommended Knowledge</p> <p>Basic knowledge of how abusers 'target and groom' organisations to abuse children. Best practice in prevention.</p>	<ul style="list-style-type: none"> • Administration. • Advice and support provision. • Child-focused approach. • Communication skills. • Recording skills. • Ability to take responsibility for providing information about local resources such as written materials. • Promote organisation's policy procedures and resources. <p>3.3 Recommended Skills</p> <ul style="list-style-type: none"> • Ability to provide basic training on child protection at club level where supported and suitably trained by the organisation. 	<ul style="list-style-type: none"> • Assist the organisation to fulfil its responsibilities to safeguard children and young people at local level. • Assist the organisation to implement its child protection plan at local level. • Maintain contact details for local statutory agencies. • Make links with local statutory agencies (Police and Social Services) and Area Child Protection Committee/s. • Liaise with Social Services and Police on individual cases – where this is not done by the national organisation. • Provide advice and support to local clubs regarding child protection and poor practice. • Maintain locally held records related to poor practice/child abuse cases, (where these are not held nationally). • Ensure confidentiality is maintained. • Advise their national organisation regarding local contacts/procedures during child protection investigations. • Provide support networks for local Club/Facility Welfare Officers. • Provide resources and (where appropriate) child protection training for local clubs, coaches and people working with children and sport. • Promote anti-discriminatory practice.



3.4 **Club Welfare Officer**

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> • Basic knowledge of core legislation, government guidance and national framework for child protection • Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees. • Local arrangement for managing child protection and reporting procedures. • Poor practice and abuse – behaviour that is harmful to children. • Own organisation’s role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Welfare Officer role. • Own organisation’s policy and procedures related to safeguarding children and young people. • Core values and principles underpinning practice. • Awareness of equalities issues and child protection. <p>RECOMMENDED Basic knowledge of how abusers ‘target’ and ‘groom’ organisations to abuse children. Best practice in prevention.</p>	<ul style="list-style-type: none"> • Basic administration - maintain records • Basic advice and support provision • Child focussed approach • Communication • Ability to promote organisation’s policy, procedures and resources • Ability to provide information about local resources 	<ul style="list-style-type: none"> • Assist the organisation to fulfil it’s responsibilities to safeguard children and young people at club level. • Assist the organisation to implement it’s child protection plan at club level. • The first point of contact for staff, volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse are identified. • Be the first point of contact with the National Organisational Lead Child Protection Officer. • Implement the organisation reporting and recording procedures. • Maintain contact details for local Social Services, Police. Know how to obtain Area Child Protection Committee guidelines. • Promote the organisation’s best practice guidance/code of conduct within the club. • Sit on the club’s management committee • Promote and ensure adherence to the organisation’s child protection training plan. • Promote and ensure confidentiality is maintained. • Promote anti-discriminatory practice.

For further information or advice please contact:

- **The Isshinkai Association Child Protection Officer**
Annie Willens: Office: 01264 773971 or Home: 01264 324324
Email: annie@awillens.demon.co.uk
- **British Aikido Board Child Protection Officer**
Denis Burke 01264 773971 or 07969 462915
Email: denis@andoveraikido.demon.co.uk
- **NSPCC Helpline**
Telephone: 0808 800 5000
Asian Helpline: 0800 096 7719
Welsh Helpline: 0800 100 2524
Deaf Users Textphone: 0800 056 0686
Web: www.nspcc.org.uk

This is a 24-hour free and confidential telephone helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.
- **Child Protection in Sport Unit (CPSU)**
3 Gilmour Close, Beaumont Leys, Leicester
LE4 1EZ
Telephone: 0116 234 7278
Web: www.thecpsu.org.uk

Equity Policy

1. **Policy Statement**

- 1.1. The Isshinkai Association recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential employees and members.
- 1.2. The Isshinkai Association aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in Aikido Yuishinkai at all levels and in all roles. That is, as a beginner, participant or performer, and as a coach, official, manager, or administrator.
- 1.3. It is the aim of the Isshinkai Association in its relationships with its members, employees, job applicants and in the provision of its services, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified. Failure to comply may result in disciplinary action being taken.
- 1.4. Advice and training will be given to all those working for or on behalf of the Isshinkai Association.
- 1.5. Direct discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.
- 1.6. Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

2. **Objectives**

- 2.1. The Isshinkai Association Equity Policy has the following objectives:
- 2.2. To adopt a planned approach to eliminating perceived barriers which discriminate against particular groups. This will include widening the traditional approach and include communities experiencing disadvantage, poverty and health inequalities
- 2.3. To ensure that no-one working or wishing to work for or on behalf of the Isshinkai Association receives less favourable treatment on the grounds outlined in the Policy Statement above
- 2.4. To give clear guidance to individuals working within the Isshinkai Association, either employed or as volunteers, on the commitment to equal opportunities
- 2.5. To ensure that all those who participate in Aikido Yuishinkai with the Isshinkai Association, at all levels and in all roles, receive fair and equitable treatment
- 2.6. To ensure that the format and content of all competitions, regulations and assessments provide equity for all, except where specific situations and conditions properly or reasonably prevent this;
- 2.7. To ensure that all materials prepared, produced and distributed by or on behalf of the Isshinkai Association promote a clear image of the profile of all those who are a part of the Isshinkai Association.

3. **Implementation**

- 3.1. The Isshinkai Association will seek to promote equity and equality through:

Equity Policy

- 3.2. The monitoring of practices, procedures and data relating to the operations of schemes, initiatives and development materials
- 3.3. A regular review of existing rules and regulations to ensure that they do not inhibit the participation of people from groups which may suffer discrimination
- 3.4. Increasing collaboration with partner organisations to ensure equity, fair and consistent treatment of all members
- 3.5. The provision of appropriate training for all employees, members of the Committee and other key volunteers of the Isshinkai Association to raise awareness of both collective and individual responsibilities, to support their progress within Aikido Yuishinkai and, where appropriate, provide specialised facilities, equipment and individual training.
- 3.6. In pursuance of this policy, the Isshinkai Association may take special measures or positive action in favour of any group which is currently under-represented in its membership, representative bodies or its workforce. In this, the Isshinkai Association recognises its legal obligations under the following acts of Parliament:
 - 3.6.1. Race Relations Act 1976 (Amendment 2000)
 - 3.6.2. Equal Pay Act 1970
 - 3.6.3. Sex Discrimination Acts 1975, 1986, 1999
 - 3.6.4. Disability Discrimination Act 1995
 - 3.6.5. Rehabilitation of Offenders Act 1974
 - 3.6.6. Human Rights Act 1998

4. **Monitoring**

- 4.1. The Child Protection Officer of the Isshinkai Association will be responsible for providing the Committee with data for monitoring the effectiveness of this policy, and for providing information to members about the policy and its implementation and impact
- 4.2. The Isshinkai Association will continuously monitor and review the selection criteria and procedures in relation to participation and employment to ensure individuals are selected, promoted and treated solely on the basis of the skills and abilities which are appropriate to the position
- 4.3. The Isshinkai Association will work with key equity partners and accountable officers within the respective organisations to ensure that all programmes and initiatives are inclusive.

5. **Responsibility**

- 5.1. The Isshinkai Association expects all those acting within or on behalf of the organisation to adhere to this policy.
- 5.2. In pursuance of this policy the Isshinkai Association reserves the right to discipline any of its members or employees who practice any form of discrimination on the grounds of a persons age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.



Health and Safety Policy

1 ***Policy Statement***

- 1.1 The Isshinkai Association recognises that all reasonable steps should be taken to control risks in the contexts of its activities, and in particular the context of Aikido Yuishinkai training and practice.
- 1.2 It also recognises, however, that “acceptable” risk is an inherent part of a “martial arts” type movement activity, and that the development of skill will whenever appropriate be the primary risk mitigation measure.
- 1.3 Consequently, an exceptional amount of attention should be given to coaching standards, participant discipline and the progressive development of skill:
 - 1.3.1 The amount of pressure students perform under should be carefully controlled, allowing them to turn the practice of technique into skills while working within their capabilities.
 - 1.3.2 As an accepted part of skills development, students will at times be encouraged to perform within their capabilities as assessed by a qualified coach but beyond their perception of their own capabilities, however, care and attention must be given to accuracy in this assessment.
- 1.4 For this purpose the following definitions are accepted:
 - 1.4.1 **Technique:** a mental and/or physical approach, or set of approaches, towards completing a task.
 - 1.4.2 **Skill:** a technique that can be applied under pressure.
 - 1.4.3 **Pressure:** a constraining or impelling force or set of conditions affecting the ability to perform, such as: restricted time, restricted space, expectations, perceived consequences, speed and intent in attack, room temperature.
- 1.5 Risk Assessments will therefore be carried out for classes, activities and events within the Isshinkai Association and be of two types:
 - 1.5.1 The formal Risk Assessment for premises, classes and events.
 - 1.5.2 An ongoing, informal and continuous Risk Assessment for each participant during Aikido Yuishinkai activities.

2 ***Responsibility***

- 2.1 The Isshinkai Association expects all those acting within or on behalf of the organisation to adhere to this policy, however it is the responsibility of the person in charge of each Dojo, activity, class or event to ensure that its requirements are satisfied.
- 2.2 In pursuance of this policy the Isshinkai Association reserves the right to discipline any of its members or employees who fail to meet their responsibilities in this regard.
- 2.3 None of the provisions of this policy will reduce or replace the responsibility of each member or participant to give due regard to the requirements of their own health and safety.

Health and Safety Policy

3 **Formal Risk Assessment for premises, classes and events**

Aikido Clubs must go as far as “Reasonably Practicable” to ensure health and safety.

Just how far is this?

1. Weigh up the RISK

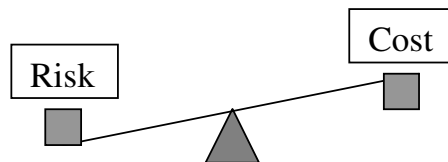
- What could go wrong?
- Who could be injured?
- How many people are at risk of injury?
- How severe could it be? Just a cut finger, or a broken bone, or a fatality?
- How likely is it? A fire in a well-managed Sports Centre may be unlikely. A fire in an old wooden building would be more likely.

2. Weigh up the COSTS of eliminating or controlling the risk

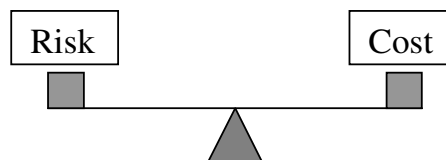
- Money
- Time
- Trouble, inconvenience
- Availability of safety measures etc.

3. Compare the RISK with the COSTS

If the RISK outweighs the COSTS, it is reasonably practicable to control the risk

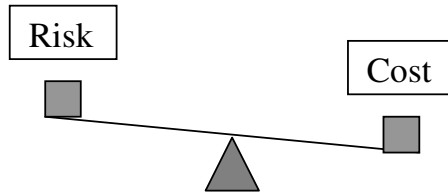


If the RISK and COSTS are equal, it is still reasonably practicable to control the risk

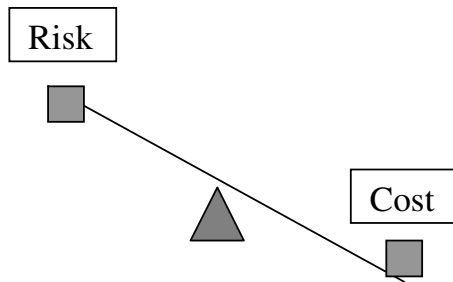


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If the COSTS outweigh the RISK a bit, it is still reasonably practicable to control the risk



Only if the COSTS are disproportionate to the RISK, greatly outweighing it, is it **not** reasonably practicable to control the risk





4 ***Introduction To Risk Assessment***

WHAT IS RISK ASSESSMENT?

A careful examination of what, in your Dojo, could cause harm to people. It includes assessing the degree of harm in terms of who is at risk, how bad it could be and how likely it is that harm will occur.

WHAT IS THE PURPOSE OF RISK ASSESSMENT?

So you can weigh up whether sufficient precautions have been taken to prevent harm, and implement further measures where necessary.

WHAT ARE THE REQUIREMENTS FOR RISK ASSESSMENT?

The main requirements are to assess any risks to health and safety :

- Risks to health from substances which are hazardous to health
- Risks through manual handling (lifting, carrying, pushing etc.)
- Risks to users of display screen equipment (VDUs)
- There are other requirements for special risks such as those arising from exposure to asbestos.

DEFINITIONS - It is easy to confuse Hazard with Risk.

HAZARD = SOMETHING WITH A POTENTIAL TO CAUSE HARM

RISK = THE LIKELIHOOD OF THAT HARM OCCURRING AND SEVERITY OF THE CONSEQUENCES

HAZARDS may be :

- Physical (moving machinery, electricity, obstacles)
- Chemical (flammable solvents, harmful dusts, water)
- Biological (HIV virus, legionella)
- Ergonomic (bad postures, physical stress)
- Psychological (stress, shock)



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DOJO HAZARD CHECKLIST

This is not a definitive list. Please add to it as required.

People:

Spectators
Beginners
Partners (person to person)
Visitors from other styles
Class participants standing in the way
Children
Older People
People with disabilities

Obstacles:

Furniture
Walls
Radiators/Fires
Spectators
Picture Frames on walls
Fire extinguishers
Hot water for tea, kettles, cups, etc.
Weapons; bokkens, jos, tantos, live blades
Zori

Flooring

Hard Floor
Condition and quality of mat; holes or frayed edges
Gap between mat and walls

Environmental

Mat Cleanliness
Mat Cleaning agents
Air Quality
Ambient Temperature; cold/hot
Blood or Bleeding cuts, mat burns, etc.
Dust or grit
Fire hazards
Wiring

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To assess the RISKS arising from any of these hazards, one must look carefully at the work, the environment, the people, and ask questions.

FIVE STEPS TO RISK ASSESSMENT: -

1. LOOK FOR THE HAZARDS
2. DECIDE WHO MIGHT BE HARMED AND HOW
3. EVALUATE THE RISKS ARISING FROM THE HAZARDS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR MORE SHOULD BE DONE
4. RECORD THE SIGNIFICANT FINDINGS
5. REVIEW THE ASSESSMENT FROM TIME TO TIME, OR IF THERE IS A SIGNIFICANT CHANGE AND REVISE IT IF NECESSARY

GENERIC RISK ASSESSMENT

A Generic Risk Assessment takes account of the expected risks generally arising in a type of situation.

You could carry out a Generic Risk Assessment for regular classes at the Dojo, knowing that the same people and conditions will normally be present.

SPECIFIC RISK ASSESSMENT

Whilst the Generic Risk Assessment might be in place, when a special event is held, such as a course, a beginners course, a class taught by a visiting teacher, an open day or a demonstration, some specific risks could arise which were not foreseen, for example the presence of members of the public, beginners, people not trained or competent in Aikido Yuishinkai, people not physically fit etc. The Specific Risk Assessment would be carried out for the specific event.

WHO SHOULD CARRY OUT THE RISK ASSESSMENT?

A “Competent Person”.

That could be the Dojo Sensei, a member of the “Activity” Team, the H&S Rep, an external H&S Adviser, in fact anyone who, amongst other things :

- Understands the work to be done
- Can address the assessment systematically

Health and Safety Policy

- Can ask the right questions of the right people and access any records
- Can identify hazards

It is experience, knowledge and attitude that makes one competent.

GET ADVICE - KNOW YOUR LIMITATIONS

Risk Assessment is often a common-sense process involving in-house expertise. However, the input of a Health and Safety Adviser may be necessary. This should be someone with the appropriate level of experience and professional knowledge of health and safety.

You are not expected to know everything yourself.

WHO SHOULD BE INVOLVED IN THE RISK ASSESSMENT?

- A Competent Person
- Any specialists necessary (see above)
- Those who do the work

WHAT SHOULD BE DONE WITH THE RESULTS OF THE RISK ASSESSMENT?

Record the significant findings

Publicise the assessment

Those who are at risk must be told the results and what is to be done to control the risk



RISK ASSESSMENT AND RISK RATING

Remember the DEFINITION OF RISK:

- The risk is the LIKELIHOOD of being harmed by the hazards, and the SEVERITY of the harm that can be inflicted to those exposed to any hazards.

Risk therefore has two elements: -

LIKELIHOOD

An assessment of the likelihood should include consideration of the following: -

- Where is the hazard?
- How many people are affected?
- How able are they to avoid the hazard?
- How often, and for how long does the hazard occur?

SEVERITY

This involves an assessment of the possible outcome, and in practice requires your own experience and common sense.

For example, by tripping over an obstacle one could be killed if one hit one's head against a hard object, but it is more probable that one will be bruised.

A fire in a well-managed premises may be very unlikely, but if it happens the outcome could be severe.

QUANTITATIVE RISK RATING

The LIKELIHOOD of harm occurring: -

- 3 HIGH (certain or near certain that harm will occur)
- 2 MEDIUM (where harm will occur frequently)
- 1 LOW (where harm will seldom occur)

The SEVERITY of harm: -

- 3 MAJOR (e.g. death or major injury)
- 2 MEDIUM (e.g. injuries where people may be off work)
- 1 SLIGHT (minor injuries)



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The **RISK RATING** is obtained by multiplying the SEVERITY rating by the LIKELIHOOD rating :

SEVERITY	1	2	3
LIKELIHOOD			
1	1	2	3
2	2	4	6
3	3	6	9

As a **rough guide** :

- 6 to 9 is a HIGH RISK
- 2 to 4 is a MEDIUM RISK, and is still SIGNIFICANT
- 1 to 3 is a LOW RISK

This only provides an indication of risk and is based on subjective judgement, but can help decide which risks are more severe and should be tackled first.

RECORDING A RISK ASSESSMENT

The ***significant findings*** of risk assessment must be recorded.

This record should represent an effective statement of hazards and risks which then leads management to take the relevant actions to protect health and safety. It needs therefore to be part of the Association or Club's overall approach to health and safety and where appropriate should be linked to other health and safety records or documents such as: the health and safety policy, teaching policy, child protection policy . . .

This record would normally be in writing; however, it could also be recorded by other means, e.g. electronically, so long as it is retrievable for use by management or for examination, e.g. by an inspector or a safety representative.

The record will often refer to and rely on other documents and records describing procedures and safeguards.



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“The significant findings should include :

- a) The significant hazards identified in the assessment. That is, those hazards which might pose serious risk to people who might be affected by the activity if they were not properly controlled;
- b) The existing control measures in place and the extent to which they control the risks (this need not replicate details of measures more fully described policies etc. but could refer to them);
- c) The population which may be affected by these significant risks or hazards, including any groups who are especially at risk.”

In many cases, Clubs will need to record sufficient detail of the assessment itself, in addition to the significant findings, so that they can demonstrate that they have undertaken a suitable and sufficient assessment and also that if circumstances change the assessment can be readily reviewed and, if necessary, revised.

Only in the most straightforward and obvious cases in which the risk assessment can easily be repeated and explained is a record totally unnecessary.

5 ***Recording A Risk Assessment***

There are no set ways of recording a risk assessment.

Different proformas have been used by different people and any system will be acceptable provided the following are achieved :

- The significant findings (as described above) are clearly recorded

The record is retrievable, for use by management, employees and others concerned with exposure to the risk

Consent Form for participation in live blade practice

I, _____, hereby consent to take part in live blade practice as an element of a Dan grading or otherwise. I understand that my BAB Insurance does not cover me for live blade practice. I do so of my own free will and acknowledge that I have been given a choice and am entitled to opt for the use of blunt wooden Tanto should I so wish. I undertake to behave responsibly and with due respect for the blade and for my partners when using a live blade, as I have been trained to do

Furthermore, I hereby state that I have checked that the following measures have been put in place and maintained to minimise the risks of this activity to myself and others, and that in my opinion, all reasonable safety measures have been taken for this activity:

1. The primary safety measure for live blade practice in the Isshinkai Association is ensuring an adequate level of skill. I have therefore received appropriate and adequate training and have been assessed on the following requirements before being permitted to participate in live blade practice:

- **Movement** – that I have attained competence in using movement i.e. appropriate movement between Jigatai, Hamni, Ki Development and Lizard Leg postures, as the primary defence against attacks. In other words, getting out of the way rather than attempting to fend off attacks.
- **Accuracy** – that I have attained competence in using my hands to make accurate and appropriate contact during movement, i.e. having got out of the way, making contact at the right entry points for applications and with control and gentleness and without grabbing.
- **Ikkyo Principle** – that I have attained competence in using Ikkyo Principle to prevent intentional or accidental entry by the attacker, either by intention (Ki) or movement, into my personal space unless under my control and intentional redirection.

Furthermore, I accept that, should I fail to show adequate skills in these 3 areas during my grading leading up to the live blade section, the grading will be stopped and I will not be permitted to participate in the Tantodori section regardless of whether I was intending to opt for the live blade or the wooden Tanto.

2. My partner or partners have been adequately and appropriately trained.
3. All participants have been informed that they are required to keep their clothing in good order during live blade practice.
4. All participants are aware and have been reminded that, at this level, to avoid confusion, all attacks with the live blade will be made with the right hand.
5. All attacks, and forms of movement in response, have been specified and will each be specified immediately prior to execution.
6. The live blade to be used is appropriate for the purpose, in good condition, and the handle is secure.
7. The mat area is large enough and is in good condition, i.e. there are no holes or excessively raised edges.
8. Persons qualified in First Aid are present and have access to adequate supplies of appropriate kit.

Signed

Dated



Isshinkai Association

Generic Risk Assessment

Name of Club

Signature of Risk Assessor

Name of Risk Assessor

Date Risk Assessment carried out

Item No	Description	Yes	No	Action to be taken
1	Is the Ceiling at an adequate height for safe practice?			
2	Are windows safe?			
3	Are there any doors opening onto the mat area?			
4	Do doors or windows have any projecting parts?			
5	Are items around the Dojo securely held?			
6	Is the area around the mat free of obstacles?			
7	Is the Dojo free of hazards directly adjacent to the mat?			
8	Is there adequate heat and lighting?			
9	Are the mats dense enough to absorb impact?			
10	Are the mats secure and free of tripping hazards?			
11	Is the surface material of the mats un-torn?			
12	Are the mats clean?			



Isshinkai Association

Generic Risk Assessment

Item No	Description	Yes	No	Action to be taken
13	Are blood spills cleaned with an appropriate cleaner?			
14	Are students advised to wear sport-safe glasses?			
15	Is all jewellery removed or covered?			
16	Are emergency exits clearly marked and free of obstructions?			
17	Are students aware of the emergency assembly point?			
18	Is a fire extinguisher available?			
19	Is First Aid equipment available?			
20	Are there fire and bomb procedures?			
21	Do all Instructors know the accident reporting procedures?			
22	Is the mat area large enough for the practising students? A guide is 2 sq. m. per person.			
23	Is there a procedure to monitor accidents?			
24	Is the class taught by qualified BAB Instructors?			
25	Are all weapons kept in a good and safe condition?			



Isshinkai Association

Generic Risk Assessment

Have there been any accidents this year?

(Tick box)

YES

NO

If yes, please complete the following sheet.

Reference Numbers from working sheet			
No	Date and details of follow-up action		Follow-up action signed off
Date	Accident Details	Avoidable?	Follow-up action