Safeguarding Adults Policy and Procedures

1. Commitment to Safeguarding

Koushinkan Aikido Oxford is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

Koushinkan Aikido Oxford is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

Koushinkan Aikido Oxford is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

2. Principles

Koushinkan Aikido Oxford believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Koushinkan Aikido Oxford is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Koushinkan Aikido Oxford acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

Koushinkan Aikido Oxford recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Koushinkan Aikido Oxford recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by Koushinkan Aikido Oxford will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

The purpose of this policy is to demonstrate the commitment of Koushinkan Aikido Oxford to safeguarding adults and to ensure that everyone involved in Koushinkan Aikido Oxford is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

3. Relevant Legislation & Statutory Guidance

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014
- Care and Support Statutory Guidance (especially chapter 14) 2014
- Wales - Social Services and Well Being Act 2014
- Wales Safeguarding Procedures 2019
- Scotland - Adult Support and Protection Act 2007
- Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
- Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015

4. Definitions

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.

The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations..

5. Types of Abuse and Neglect

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

Abuse:

A form of maltreatment. Somebody may abuse or neglect someone by inflicting harm or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place

wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

Position Of Trust:

As of 28 June 2022, the law in England and Wales states that those in a position of trust in sports organisations, such as a coach, cannot legally have a sexual relationship with young people they look after, under 18 years old. The Sexual Offences Act 2003 is amended as follows.

A person (A) is in a position of trust in relation to another person (B) if he/she coaches, teaches, trains, supervises or instructs B, on a regular basis, in a sport or a religion, and he/she knows that they coach, teach, train, supervise or instruct B, on a regular basis, in that sport or religion.

Physical abuse:

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a person.

Emotional abuse:

The persistent emotional maltreatment of someone such as to cause severe and adverse effects on the their emotional development. It may involve conveying to someone that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on someone.

These may include interactions that are beyond a person's developmental capability as well as overprotection and limitation of exploration and learning or preventing the person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing them frequently to feel frightened or in danger, or the exploitation or corruption of someone. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.

Sexual abuse:

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

Related issues

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to protect everyone. These include:

Bullying:

Bullying falls under four main categories, psychological, verbal, physical and cyberbullying and its effects can have far-reaching consequences. Bullying can have an impact on anyone in school or at work. It can seriously affect someone's physical and mental health. Sustained bullying can cause stress, emotional issues, social problems, physical disorders and in some serious cases, self-harm or even death.

Hate crimes:

Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender.

Abuse in domestic settings:

Much verbal, physical, emotional, and sexual abuse and neglect takes place in the home within the context of the intimate relationships between family members that take place within the home. Abuse between relationship partners is sometimes referred to as "partner abuse", "domestic violence", "relationship violence", or "family violence". Much abuse takes place within the home as well.

Honour based violence:

Honour Based Abuse can take many forms, virginity testing, enforced abortion, forced marriage, female genital mutilation, as well as physical, sexual and economic abuse and coercive control.

Forced marriage:

A forced marriage is where one or both people do not or cannot consent to the marriage, and pressure, coercion or abuse is used to force them into marriage. The pressure put on people to marry against their will may be by physical/threat of physical harm to them or another. It can include the use of physical or sexual violence, use of emotional and/or psychological abuse and can include making someone feel like they are bringing 'shame' on their family if they do not agree to the marriage.

Note – Forced marriage should not be confused with an "arranged marriage" where both people agree and consent to marriage that may have been arranged within the couple's community of between their families.

Trafficking/ Modern Slavery:

Human Trafficking is defined as the arranging or facilitation of the travel of another person for the purposes of exploitation. 'Arranging' includes the facilitation, recruitment, transporting, transferring, harbouring or receiving of a person for the purpose of exploitation. It is irrelevant whether the person consents to the travel/movement. A person is trafficked if

he/she is provided with the means to travel (ticket/taxi/money etc.) in order to carry out a criminal offence, i.e., to carry & sell drugs, to conceal weapons/stolen goods. A person cannot consent to being exploited & must not be judged as them freely making a choice.

Gang Violence/County Lines:

The term "Gang" does not have a precise definition. Section 34(5) Policing & Crime Act 2009, (amended by the Serious Crime Act 2015) states that someone/thing is 'gang related' if it occurs in the course of, or is otherwise related to, the activities of a group that:

- Consists of at least three people; and
- Has one or more characteristics that enable its members to be identified by others as a group.
- Many groups of people may share a community, friendship or common characteristics such as age, but an additional feature of a gang is that it carries out criminal activity.

'County Lines' is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit adults to move [and store] the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Radicalisation:

Religious or political indoctrination used to coerce individuals for purposes of promoting violence/civil unrest/racial disharmony.

Poor practice:

Sometimes, your concerns may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the relevant Koushinkan Aikido Oxford Code of Conduct or brings Martial Arts into disrepute, or which infringes an individual's rights. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards students, which should never be

Sanctioned include:

- use of excessive, physical or humiliating punishments/behaviour;
- failure to act when you witness possible abuse or bullying;
- being unaware of, or breaching, any relevant policy such as the Code of Ethics and Conduct or legislation such as that relating to those in Positions of Trust;
- spending excessive amounts of time alone with young people away from others;
- inviting or allowing young people into your home where they will be alone with you;
- engaging in rough, physical or sexually provocative activity;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;

- reducing a person to tears as a form of control;
- travelling alone with a young person by offering lifts to and from sessions/ competitions;
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- doing things of a personal nature for young people that they can do for themselves; sharing a bedroom with a young person you are not related to, even with parental permission.

6. Signs and Indicators of Abuse and Neglect

Indicators that a young person may be being abused/neglected may include the following:

- 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;
- an injury for which the explanation seems inconsistent;
- the person describes what appears to be an abusive act involving him/her;
- someone else expresses concern about the welfare of another;
- unexplained changes in behaviour/presentation/appearance (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper, unexplained missing episodes);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- having difficulty in making friends;
- being prevented from socializing;
- displaying variations in eating patterns including overeating or loss of appetite;
- or a sudden weight change;
- becoming increasingly dirty or unkempt.
- attending with unusual amounts/unexplained gifts/money

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.

7. What to do if you have a concern or someone raises concerns with you

Whilst accepting this duty it is recognised Koushinkan Aikido Oxford is not responsible for deciding if abuse has occurred. It does, however, have a duty to respond and report concerns.

The Koushinkan Aikido Oxford will have an appropriately trained Welfare Officer.

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals, must be reported to the Welfare Officer. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of the Koushinkan Aikido Oxford (for example at home, school or in the wider community). Where there is an allegation against an instructor or volunteer who works with students at the Koushinkan Aikido Oxford the Welfare Officer must report the matter to BAA Lead Welfare Officer.

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

- They have accidentally hurt someone;

- a person seems distressed in any manner;
- a person appears to be sexually aroused by their actions;
- a person misunderstands or misinterprets something they have said or done.

If you think someone is in immediate danger or requires medical attention, you should call the emergency services on 999. This is an immediate responsibility and will take priority over informing the Welfare Officer.

8. How to respond to a concern

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

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow free flow of information and do not question other than to ensure the person is safe
- Ask questions for clarification of key detail only, such as the name and address of the person accused (if known) & the relationship to the person.
- Reassure them that they are not to blame, they are believed and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep the person safe.
- Consider how to keep them safe immediately after their disclosure
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your Welfare Officer and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g., bedding or clothing.
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies.
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about a member of staff or a volunteer, this must like all other concerns be reported to the Welfare Officer. The Welfare Officer if they consider the concern to be serious, for example a crime they must report the incident to the Local Authority Designated Officer or the Police.

9. Recording

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

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

Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record

the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Referral Form.

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

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

10. Codes of Conduct and Ethics

The Codes of Conducts and ethics for all those involved at Koushinkan Aikido Oxford can be found as separate guidance sheets. It is essential these are followed in so the highest possible standards of behaviour and conduct in Martial Arts activities are maintained. The principles must be adhered to at all times so that Martial Arts can be enjoyed by all. All those involved at Koushinkan Aikido Oxford will show their understanding and commitment to the Codes of Conduct and ethics by signing a copy of the relevant guidance sheet.

11. Safer Recruiting

At the Koushinkan Aikido Oxford we take all reasonable steps to ensure unsuitable people are prevented from working with anyone. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals.

12. Supervision, support and training

Once recruited, all staff and volunteers at the Koushinkan Aikido Oxford will be well informed, trained, supervised and supported to ensure that they effectively safeguard and know how to respond to any concerns.

Koushinkan Aikido Oxford will ensure that training and resources are available to encourage the development of staff and volunteers. This will include:

- an induction to the work and the club
- a trial period in which to develop skills whilst supervised
- ongoing support and monitoring

There are currently no formal qualifications specifically for safeguarding and protecting in sport. However, training developed by sports and other organisations is available to strengthen the skills and knowledge of the sporting workforce to safeguard people. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person’s role.

13. Whistleblowing

It’s important that people within the Koushinkan Aikido Oxford have the confidence to come forward to speak or act if they’re unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation. The NSPCC has a whistleblowing advice

line to support professionals who have concerns about how student protection issues are being handled in their own or another organisation.

14. Complaints

In order to ensure we develop an open culture where students and staff feel able to express any concerns, we have a procedure for dealing with complaints from a student, worker, volunteer, parent or carer.

15. Useful contacts

Koushinkan Aikido Oxford Welfare Officer

- Name: Kemal Shaheen
- Email: welfareofficer@aikidooxford.co.uk
- Telephone: 07713 446 740

BAA Lead Welfare Officer

- Name: Francis Burgess
- Email: 07734 325 838
- Telephone: so@britishaikidoassociation.co.uk