

Martial Arts GB Policies

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Tick List

Please Complete Required Information:

	Tick		Tick
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Page 8	[]	Health & Safety Policy	[]
Page 9	[]	Risk Assessment	[]

Please give a copy to all instructors:

	Tick
Health & Safety Policy	[x]
Risk Assessment	[x]
Martial Arts GB Policies Handbook	[x]

Please Complete Tasks

	Tick
Printed NSPCC posters or checked hired venue has already done this	[]
Have Clubs Safeguarding Policy & DSL persons details & photo on website / social media	[]
Created account to apply for Sport England Safeguarding in Martial Arts	[]
Submitted application to Sport England Safeguarding in Martial Arts	[]
Printed Sport England Safeguarding in Martial Arts Certificate	[]

Sport England Safeguarding in Martial Arts

Website: www.safeguardingcode.com

Martial Arts GB

Website: www.magb.com

Phone: 0121 4303800

Email: info@magb.com

MAGB Safeguarding Children Policy and Procedures

1. Commitment to Safeguarding

At this Club we are committed to safeguarding children and young people under the age of eighteen. We expect everyone to share this commitment. We take all welfare concerns seriously and encourage children and young people to speak to us about any worries they may have. We will always act in the best interest of the child.

2. Purpose and Scope of this Policy Statement

This Club works with children and families as part of its activities.

The purpose of this policy statement is:

- To protect children and young people who receive the Clubs services
- To provide parents, staff and volunteers with the overarching principles that guides our approach to child protection

This policy statement applies to anyone working on behalf of the Club.

3. Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seek to protect children in England, Northern Ireland and Wales.

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

4. Abuse and Neglect: Definition, Signs and Symptoms

Child

In England, Northern Ireland and Wales a child is someone under the age of 18, whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018). This generally applies in Scotland (with some exceptions applying to parts of the policy).

Safeguarding

Safeguarding children is defined in “Working together to safeguard children” as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined in the “Care and support statutory guidance” issued under the Care Act 2014 as:

- Protecting the rights of adults to live in safety, free from abuse and neglect
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- People and organisations making sure that the children and adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing may occur

Child Abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

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

- Bullying
- Child Sexual Exploitation
- Hate crimes
- Abuse in domestic settings
- Honour based violence
- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence
- Membership of gangs inclined to use violence

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. Everyone 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.

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 child or young person.

In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the relevant 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 include:

- Use of excessive, physical or humiliating punishments
- 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
- 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
- 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

If a young person needs assistance with personal care, it should be made clear to their parents that this level of support can only be carried out by a designated carer and not by the instructor, as it compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities commencing.

Signs and Symptoms

Signs that a young person may be being abused may include the following:

- Unexplained / suspicious injuries e.g. bruising, cuts or burns, particularly if situated on body parts not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him / her
- A young person or adult expresses concern about the welfare of another
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- 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 socialising with other young people
- Displaying variations in eating patterns including overeating, loss of appetite or a sudden weight change
- Becoming increasingly dirty or unkempt

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. For example, a family bereavement, which could cause some of the changes listed above.

Remember it is not the responsibility of the Club to decide if child abuse is occurring but to act on any concerns by reporting them.

5. Codes of Conduct and Ethics

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

6. Acting on Safeguarding Concerns

We all have a responsibility to make sure that concerns about children and vulnerable adults are passed to the appropriate support agency without delay. Anyone concerned about a child or vulnerable adult being at risk of being abused or neglected should not ignore their suspicions and should not assume that someone else will take action to protect that child or vulnerable adult.

Whilst accepting this duty is recognised, the Club is not responsible for deciding if abuse has occurred. We do however have a duty to respond and report concerns. The Club will have an appropriately trained Designated Safeguarding Lead (DSL).

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

- Stay calm
- Listen carefully to what is said and try not to interrupt
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Allow them to continue at their own pace
- Ask questions for clarification only, and avoid asking questions that suggest an answer (leading questions)
- Reassure them that they are not to blame and have done the right thing in telling you
- If the concern is serious explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your DSL and that it will be discussed further with them
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing
- Contact the Designated Safeguarding Lead (DSL)
- Where you are unable to contact your DSL, advice can be sought from statutory agencies or the NSPCC Helpline
- All serious concerns must be referred to statutory agencies

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals, must be reported to the DSL. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of Club activities (for example at home, school or in the wider community).

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

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

Where there is an allegation against an instructor or volunteer who works with children at the Club the DSL must report the matter to the Local Authority Designated Officer.

If you think a child is in immediate danger or requires medical attention, you should call the Emergency Services on 999. You can also ring the NSPCC helpline on 0800 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the DSL.

7. Recording

Should a child make a disclosure a record in writing must be made as soon as possible, using their words as closely as possible and where relevant, using the Clubs Report 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 describe clearly any visible injury. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

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

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

8. Recruiting, Supervision, Support and Training

The Club will take all reasonable steps to ensure unsuitable people are prevented from working with children. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. Please refer to our Safer Recruitment policy for more detail.

Once recruited, all staff and volunteers at the Club will be informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns. The Club 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 school / club
- A trial period in which to develop skills whilst supervised
- On going support and monitoring

There are currently no formal qualifications specifically for safeguarding and protecting children in sport. However, training developed by sports and other organisations is available to strengthen the skills and knowledge of the sporting children's workforce to safeguard children and young 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 within the organisation.

More information can be found on <https://learning.nspcc.org.uk/training/>

9. Whistleblowing

It's important that people within this Club have the confidence to come forward to speak or act if they're unhappy with anything.

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

10. Complaints

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

11. Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Codes of conduct for children / young people
- Codes of conduct for Instructors
- Codes of conduct for parents / guardians
- Equal opportunities policy
- Online policy
- Anti-bullying policy
- Photography and image sharing guidance
- Safer recruitment policy
- Complaints procedure
- Health and safety policy

Important Contact details

Club Designated Safeguarding Lead

Name: Stephen Pont

Phone: 07884 316066 01332 723153

Email: misterpants@virginmedia.com

Local Authority DSL

Area of Local Authority: Derby City

Name: Children's Advice & Support Service CASS

Monday to Friday:

Phone: 01332 641172. (Children)
01332 64077 (Adults)

Email: DCCcareLine@derby.gov.uk

Emergency Duty Team - outside office hours:

Phone: 01332 956606

Email: DCCcareLine@derby.gov.uk

Derbyshire Police 999 emergency or 101

NSPCC Helpline: 0808 800 5000

We are committed to reviewing our policy and good practice **annually (or earlier if required)**.

These policies were last reviewed on: 01 / 03 / 2025

Each Instructor is required to sign agreement that they understand each policy and that the conduct and processes will be upheld

Name: Gary Stringer BEM

Signed:

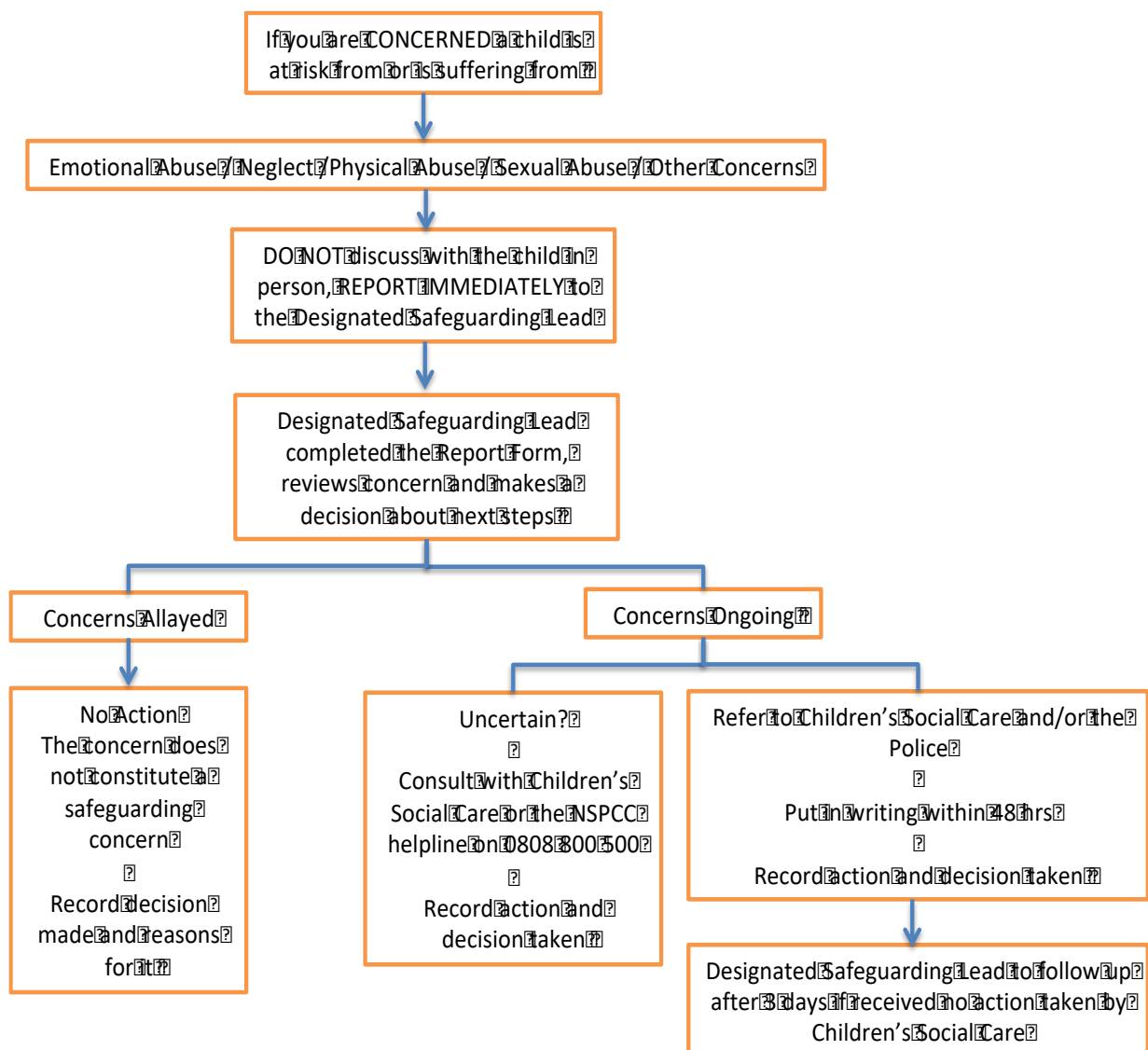


Date: 01 / 03 / 2025

MAGB Process Flowchart for Child Safeguarding

What to do if you have safeguarding concerns about a child

Designated Safeguarding Lead
 Name: Stephen Pont
 Tel: 07884 316066
 Email: misterpants@virginmedia.com



MAGB Process Flowchart for Workforce

What to do if there is concern or an allegation is made about a member of the workforce

Designated Safeguarding Lead

?

Name: Stephen Pont

Tel: 07884 316066

Email: misterpants@virginmedia.com

?

If an allegation is made against a staff member about their behaviour towards a child

REPORT to the Designated Safeguarding Lead (DSL) on the same working day

DSL completes the Report Form and in consultation with senior member of staff determines how to manage the concern

Issue of Poor Practice?

Address through disciplinary procedures and/or supervision and/or training.

Record decision made and actions

Concern meets threshold for referral onto Child Protection Agencies?

DSL refers to Local Authority DSL or Children's Services and/or The Police

Await advice and guidance as to next steps to take

Record action and decision taken and outcomes

Uncertain about how to proceed?

DSL seeks advice from Local Authority DSL and/or Police

Record advice, actions and outcomes

MAGB Equal Opportunities Policy

The Club is committed to equality of opportunity for all people. We believe that nobody should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:

- Class or socio-economic status
- Ethnic origin, nationality (or statelessness) or race
- Gender (including gender reassignment)
- Marital or civil partnership status
- Sexual orientation
- Disability (including mental or physical ability)
- Political belief
- Pregnancy
- Religion or belief (including the absence of belief)

All instructors / employees should seek to practise that equality. The Club opposes all forms of prejudice and discrimination, including racism, sexism, and homophobia. All members of our club should make reasonable adjustments where possible to support all people with disabilities.

MAGB Anti-Bullying Policy

Every child and adult have the right to participate in the activities offered free from the fear of bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying has the potential to cause permanent harm (physical, emotional or psychological).

Clubs should take steps to prevent bullying behaviour wherever possible and respond to incidents when they occur. A preventative approach means that sport is playing its part to create an environment and society in which people treat each other with respect.

Bullying can take the form of:

- Verbal: name-calling, teasing, threatening, spreading rumours, sarcasm, racist taunts, homophobic bullying, graffiti and gestures
- Physical: hitting, kicking, punching, spitting, stealing / breaking belongings
- Emotional: ignoring, hurtful emails / text messages, excluding from activities, tormenting, ridiculing and humiliating

Although anyone can be the target of bullying, victims are typically shy, sensitive and maybe anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Crucially, they have learned how to gain power over others.

Identifying Bullying

The following are examples of bullying within the Martial Arts environment: a parent who pushes too hard, an instructor who adopts a 'win-at-all costs' philosophy, a student who intimidates, an official who places unfair pressure on a person, a spectator who shouts abuse.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, young people and vulnerable adults, and affect their health and development. In extreme cases, it can lead to self-harm and / or suicide.

There are a number of signs that may indicate a person is being bullied:

- Sudden reluctance to go to activities such as training or games that they used to enjoy or a drop-off in performance / attendance
- Regularly feeling ill before training activity
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bedwetting
- Scratching and bruising, coming home with damaged equipment or clothes
- Behavioural changes such as becoming withdrawn, anxious, clingy, depressed
- Tearful, aggressive, unreasonable
- Start bullying others; a shortage of money or frequent loss of possessions
- In more extreme cases, they might stop eating, start stammering, cry themselves to sleep
- Have nightmares, run away or threaten / attempt suicide

These signs may indicate other problems or be a reaction to other events in a child or young person's life, but the possibility of bullying should be considered.

Action to Help the Victim and Prevent Bullying

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge / someone in authority. Create an open environment
- Investigate all allegations and act to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them
- Keep records of all conversations (what happened, by whom, when)
- Keep a written record of any actions taken
- Report any concerns to the Designated Safeguarding Officer

Useful websites:

- www.beatbullying.org
- <https://www.stopbullying.gov/>
- <http://www.nationalbullyinghelpline.co.uk>

MAGB Codes of Conduct for Instructors

General principles

All those involved must treat everyone equally and sensitively regardless of age, disability, gender, race, ethnic origin, cultural or social background, sexual orientation, religious belief, political affiliation or any other personal characteristic / feature.

This Club opposes any form of violent, offensive or discriminatory behaviour and will act as necessary to remove individuals who do not abide by this Code of Ethics and Conduct.

Everyone involved, both adults and young people, have a responsibility to treat everyone with dignity, respect, sensitivity and fairness and to recognise that children and young people and adults with special needs may face additional barriers.

Every young person or vulnerable adult involved should be able to participate in an enjoyable and safe environment protected from abuse. Allegations of a child protection nature relating to the breaking of this Code of Ethics and Conduct must follow the reporting procedures as contained in the Safeguarding Policy and Procedures. The Club expects all Instructors, Staff and Volunteers involved to comply with this code of conduct. Any breach of this code will be dealt with through the disciplinary procedure.

This Club is committed to maintaining the highest possible standards of behaviour and conduct in Martial Arts activities. The following principle must be adhered to at all times.

All instructors agree to:

- The General Principles of this policy
- Consider the safety and wellbeing of all individuals in their charge
- Ensure their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety
- Maintain the appropriate boundaries in the working relationship between instructor and student – especially when that student is aged below 18 years of age or an adult at risk. While the instructor / student relationship exists, the instructor is in a position of trust and as such should not engage in any intimate relationship
- Refrain from any rough or sexualised play with children and adults they are responsible for
- Do not engage in independent social media communication (messaging, Snapchat, Facebook, Instagram, etc.) with students. Club communication should only be via group messaging where parents have full access
- Travel arrangements are the sole responsibility of participants / parents. In the case of competition trips anybody under the age of 16 would be accompanied by a parent / guardian if an overnight stay were required. This would not be the responsibility of the instructor. If competition travel arrangements are offered by the club, this will only apply to groups of participants (never to one instructor/ one child / young adult)
- Be able to justify any extra time spent with a child / young adult outside training times
- Ensure that all training and playing demands are suitable and reasonable to the age, maturity, experience and ability of the participants
- Ensure their competence and ability is sufficient so that the safety of participants is not compromised
- Encourage participants to accept responsibility for their own behaviour and performance
- Be appropriately qualified to teach your style and regularly seek opportunities for continued professional development
- Adhere to the continued Professional Development Program
- Promote prevention and education regarding the misuse of performance enhancing drugs and illegal substances
- Not attempt to exert undue influences and pressures in order to obtain personal benefit or reward
- Must be able to recognise and accept when to refer or recommend participants to other instructors or structures
- Agree what information that will be treated confidentially (this does not preclude disclosure of information to persons who can be judged to have a right to know such as in matters of discipline, legal and medical requirements or where an individual's health, safety or wellbeing may be at risk)
- Be a positive role model
- Project a good personal appearance of cleanliness and never coach whilst under the influence of alcohol or any other intoxicating substance or smoke in the environment where training takes place
- Never use foul, sexist or racist language or act in a violent / abusive manner
- Refrain from undue public criticism of other instructors or competition officials
- Act as an ambassador and behave in a professional manner while representing the Club
- Maintain a satisfactory criminal record disclosure in order to preserve due care under child protection. Instructors teaching participants under the age of 16 require an Enhanced DBS check

MAGB Codes of Conduct for Children and Young People

This Club is fully committed to safeguarding and promoting the wellbeing of all its members. The Club believes that it is important that members, coaches, staff and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Chief Instructor.

Clubs should offer a positive experience for children and young people where they can learn new things in a safe and positive environment.

As a member of this Club, you are expected to abide by the following junior code of practice:

Children and young people are expected to:

- Be friendly and particularly welcoming to new members
- Be supportive and committed to other members and offer encouragement when required
- Keep yourself safe
- Report inappropriate behaviour or risky situations
- In competition, respect officials and opponents and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Not cheat or be violent and aggressive
- Keep within the defined boundary of the training area
- Behave and listen to all instructions from the coach
- Show respect to other Club members
- Take care of equipment owned by the Club
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
- Refrain from the use of inappropriate and / or racial language. This includes bullying using new technologies like chatrooms or texting
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying
- Keep to agreed timings for training and competitions or inform your coach if you are going to be late
- Wear suitable kit for training
- Keep a good standard of hygiene to show respect to other members training with you
- Keep your nails clipped and filed
- Pay any fees for training or events promptly
- Not smoke, consume alcohol or drugs on club premises or whilst representing the Club at competitions

Children and young people have the right to:

- Be safe and happy while training at the club.
- Be listened to
- Be respected and treated fairly
- Privacy
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help
- Have any concerns taken seriously and acted upon

Any minor and general misbehaviour will be addressed by the Chief Instructor and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club. Parents will be informed at all stages.

MAGB Codes of Conduct for Parents and Guardians

General principles

All those involved must treat everyone equally and sensitively regardless of age, disability, gender, race, ethnic origin, cultural or social background, sexual orientation, religious belief, political affiliation or any other personal characteristic / feature.

The Club opposes to any form of violent, offensive or discriminatory behaviour and will act as necessary to remove individuals who do not abide by this Code of Ethics and Conduct.

Everyone involved, both adults and young people, have a responsibility to treat everyone with dignity, respect, sensitivity and fairness and to recognise that children and young people and adults with special needs may face additional barriers.

Every young person or vulnerable adult involved should be able to participate in an enjoyable and safe environment protected from abuse. Allegations of a child protection nature relating to the breaking of this Code of Ethics and Conduct must follow the reporting procedures as contained in the Safeguarding Policy and Procedures.

All family / guardians of participants will:

- Teach your child to treat everyone equally and sensitively regardless of their age, disability, gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation; gender, ethnic origin or cultural background
- Collaborate to remove any verbal, physical and racist abuse from Martial Arts
- Remember children / young people participate for their enjoyment - not yours
- Promote respect for the rules and the officials and refrain from questioning their judgement publicly
- Never make fun of or shout at a participant for making a mistake or losing a competition
- Support the fact that effort and teamwork are as important as winning
- Remember that young people and vulnerable adults learn best by example
- Recognise the value and importance of volunteers in Martial Arts. They selflessly contribute with their time, energy and resources to provide recreational activities for others

MAGB Club Complaints Procedure

The Club is committed to providing a quality service to all our members and participants – children, young people and adults. We believe you have the right to a fair, prompt and courteous service at all times and knowing when something goes wrong will help us improve our standards.

If you have a complaint, you may submit it via telephone, email or post by using the below contact details:

Address: Modern Combatives and Self Defence Academy

Unit 4B Masons Place Business Park, Nottingham Road, Chaddesden, Derby DE21 6AQ

Telephone:

Office: 01332 310946

Mobile: 07931 254980

Email: information@mcsda.co.uk

Once we are in receipt of your complaint, we will deal with it promptly, effectively and in a positive manner.

1. We will acknowledge your complaint within 3 working days of receipt of your complaint.
2. We will investigate your complaint and endeavour to send you a response to you within 2 weeks of receipt of your complaint, with our suggestions for resolving the matter.
3. If you are not satisfied with our reply, you should contact us again for us to appoint someone not connected to the matter to review the file.
4. We will write to you confirming our final decision within 2 weeks of your second request. If at this stage, you are still dissatisfied with the way we have handled your complaint you can look for an Alternative Dispute Resolution provider.

MAGB Club Online Policy

1. Emails

The Club considers emails to be an excellent option to quickly distribute information to a group of people. However, there are some risks involved and all Staff and Volunteers will consider good practice when it comes to these matters. It is important to take into account:

- The use of appropriate and professional language
- When possible, emails will come from the same person (for example the head instructor) and / or admin staff
- Content of emails will be relevant to the Martial arts activity and avoid overfamiliarity
- Preferably emails will be sent to groups rather than individual children or adults at risk
- Communication regarding an individual child will be sent to their parent / guardian
- In the case of an adult at risk, a plan and agreement on how communication should be established will be agreed with the carer / guardian. The adult at risk must be involved in this process. It has to be assumed they have capacity unless shown otherwise under the Mental Capacity Act 2005
- For group emails, consideration will be made as to if it is appropriate to allow others access to all the recipient's email addresses by using the 'to' field or if the 'blind carbon copy' (bcc) function will be used instead
- Under current GDPR law, people will be given the option to opt out of receiving further emails
- For under 16's, parental consent must be gained before collecting email addresses. Parents will also be copied into the email and be given the choice to include their own email address instead of their child's
- In the case of young people aged 16-18, their permission will be gained to email them. Parents are informed the Club are emailing their child and the reasons for this
- If the Club receives any emails of concern from a young person, the Child Protection Policy will be followed at all times
- If any member of staff in charge of official communication leaves their position, the Club will ensure they delete any email addresses related to the Club activities from their computer
- Email addresses will not be passed on or used for other purposes without permission

2. Text Messaging

The use of text messaging despite being one of the most direct forms of communication among young people increases the vulnerability of children, adult at risk and instructors. The Club have established it is important to follow good practice to reduce the risks. This includes:

- It will be the Clubs decision to use text messaging, rather than a decision taken in isolation by one person
- The content should relate solely to Club activity and should reflect the professional relationship between instructor and participants
- Consider the times of the day when text messages are being sent at (i.e. not overnight)
- Avoid language that is overly familiar or could be misinterpreted
- For under 16's, parental consent must be gained prior to sending direct text messages. Parents should be given the option of also being sent the text message and be given the choice to include their own contact number instead of their child's
- In the case of young people aged 16-18, their permission should be obtained before texting them. Parents should be made aware the Club will be texting their child
- The Club must ensure that every member of Staff and Volunteer knows how to sensitively deal with concerns if they receive messages from a young person that could be considered inappropriate or concerning
- Under current GDPR law, people will be given the option to opt out of receiving further messages

3. Websites/Social Networking

The Internet provides a superb opportunity to reach a wide audience at little cost. Most businesses make use of the Internet for publicity and keep in contact with those interested in its activities. However, the Club recognise that being mindful in how they present themselves online and the risks the Internet can pose to young people if not used appropriately. Good practice guidelines include:

- The website / profile will present a professional image, ensuring all language and content is appropriate
- The Club will plan how they manage its website / social networking profile. Where possible, there will be more than one person with 'moderator' responsibilities so that content can be edited / removed quickly if necessary
- The Club website / profile will be regularly monitored, and links reviewed regularly to ensure they are appropriate and in working order
- Procedures and contact details for reporting any problems or concerns will be easy to locate in our website
- Contact details for the Safeguarding Lead and / or links to agencies that can provide help such as Childline, will be included on the Club website
- No student profile under the age of 18 will be published without their permission and also that of their parent / guardian
- Permission to publish photos / videos of young people will be gained from them and their parents and follow photography guidelines in the Safeguarding Policy
- The Club will avoid publishing excessive personal information of all students (i.e. never includes email address, home address, school attended, etc.)
- If the Club is using a social networking site that operates a minimum age usage policy, we will not target young people under this age to use it
- Parents, as well as young people, will be encouraged to view the Clubs website / profile
- If the Club becomes aware of problems such as cyber bullying or a young person placing themselves at risk with the information they share on the internet, we will follow the set procedures and / or seek advice
- Martial Arts instructors should think carefully about their personal online profiles and should not be linking them to young people's pages. Any bullying and / or abuse online will be dealt with in the same manner as offline bullying and / or abuse

4.- Livestreaming

Livestreaming is the broadcasting of live events / classes as they happen (in 'real' time), over the Internet to a potentially unlimited audience base. Websites or apps can be used to live stream and, depending on particular preferences and settings, can be broadcast to either the world or a selected audience. Typically, mobile phones are used to live stream due to their portability and their built-in cameras, but webcams connected to laptops or computers can also be used.

Livestreaming can offer a range of possibilities to Martial Arts Clubs, from teaching lessons remotely to broadcasting a special event or seminar whilst giving them access to a wider audience.

However, there are also risks associated with streaming online; it's easy for young people to feel safe due to physical boundaries and this itself leads to increased vulnerability and potentially riskier behaviour. In cases of online grooming, predators have targeted children and used grooming techniques to get them to perform acts of a sexual nature in front of the camera. This is classified as a 'non-contact' abuse offence but is still sexual abuse.

We are committed to take all practical and necessary actions available when livestreaming to continue to promote the safeguarding of children and vulnerable adults. The following good practice guidelines should be adhered to when streaming online:

Livestreaming can typically be done in two ways:

- o Using a one-way live audio-video: The host cannot see, hear and record the participants. Whilst this option holds a very low safeguarding risk, it also considerably limits the instructor's ability to teach and provide real time feedback to participants.
 - o Using a two-way live audio-video: The host can see, hear and record the participants. This option requires consideration to safeguarding and privacy laws as well as the need for consent.
- Streaming platforms generally offer a range of options to adjust the settings of a livestreamed session. This will include audio and video settings. Participants should be informed, prior to commencing the session, if their locations can be viewed by the rest of the users during the streaming, if the session is being recorded and also of the options available to switch audio and video off at their locations.
 - Sessions streamed will be only accessible to registered participants using a private stream [that is, one only open to an invited audience].
 - Your terms and conditions include participants being prohibited from recording anything from the live stream session.
 - All participants under the age of 18 years attending a livestreamed training session will be accompanied by a parent/guardian while the streaming is taking place.
 - All parents / participants should be informed of the risks involved and that you hold no liability for their training environment / home / furniture.
 - Parents & members will be advised of the livestreaming terms and conditions in advance and will be informed that by clicking on the link to join the session, they are agreeing to all terms and conditions and giving their consent. They should also be advised they can withdraw their consent by turning off the link.
 - If parents/participants witness anything which they consider to be a safeguarding issue, they should report this incident straightway to the Designated Safeguarding Lead for further investigation.

MAGB Club Photography & Image Sharing Policy

The purpose and scope of this policy statement

The Club works with children and families as part of its activities. These include: Martial Arts classes and Events. This policy statement applies to all staff, volunteers and other adults associated with the Club. The purpose of this policy statement is to:

- Protect children and young people who take part in Club activities, specifically those where photographs and videos may be taken
- Set the principles that guide our approach to photographs / videos being taken of children and young people during Club activities
- To ensure that we operate in line with our values and within the law when creating, using and sharing images

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seek to protect children in England. The Club believes that we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Children and their parents / carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when the children and their parents / carers understand the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents / carers before taking and using a child's image
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing (including safety wear if necessary), where possible, avoiding full face and body shots of children taking part in activities
- Using images that positively reflect young people's involvement in the activity

Any reports regarding the abuse or misuse of images of children will be recorded using the Clubs Recording Form. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and / or filming for personal use

When children themselves, parents / carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and / or announce details of our photography policy before the start of the event. This includes:

- Reminding parents / carers and children that they need to give consent for the Club to take and use images of children
- Asking for photos taken during the event not to be shared on social media
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared

Photography and / or filming for the Club's use

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children and parents / carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

This Club does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the Club should be used.

If you become aware that images are being used inappropriately you should inform the Chief Instructor immediately.

MAGB Club Events and Away Trips Policy

The nature of Martial Art activities may include travel and overnight trips for training and competitions. Trips may vary from short journeys across county, or they may involve more complicated arrangements, including overnight stays.

When taking a team away to compete, consideration and planning to ensure the duty of care for children and adults at risk should be a top priority.

Children under 16 years old will not be considered for overnight trips unless accompanied by a parent / carer.

Communicating with Parents/Carers

The following information needs to be clarified and communicated to parents / carers when travelling away:

- Details of the event
- Details of the destination and venue
- Method of transport
- Kit requirements
- Any costs that may be incurred during the trip

Supervision

- All staff (paid or volunteers) going on overnight trips will meet the eligibility criteria (enhanced criminal records must be checked prior to the trip)
- All staff within the team should be familiar with the Safeguarding Policies and adhere to the Codes of Conduct and sign up to these prior to the trip. They will have undertaken Safeguarding training

Roles and Responsibilities

- All members of staff need to have a clear knowledge and understanding of their role and responsibility
- Parents / carers will be required to adhere and agree to the Parents / Carers Codes of Conduct

Transporting children or adults at risk

It is essential to consider safeguarding and general safety when transporting children or adults at risk for club activities. Such journeys must be properly supervised by a minimum of two staff that would have previously undergone enhanced criminal record checks and have a full understanding of the Safeguarding Policies

The following should also be checked and considered:

- Competence and license of the driver for the type of vehicle used
- Number of driving hours for the journey and length of the driver's day including non- driving hours
- Drivers need to take breaks
- Consideration on the impact of traffic and weather conditions
- If using a mini-bus, ensure that all seats are forward facing and with seat belts fitted (boosters provided if required)
- All occupants wear seat belts
- The driver should not be considered as a supervisor during the journey
- Ensure that the vehicle is road worthy
- All team members are aware of the procedure to follow in case of an emergency

MAGB Safe Practice Policy

Martial Arts are activities where safe practice is essential to help prevent injury. *Children are particularly vulnerable as they are still developing mentally and physically, so training methods need to be modified as described below. (*also includes Adults at Risk)

1. General Health & Safety recommendations for Safe Practice

The following suggestions are recommended to ensure the safe practice of martial arts:

- If you have a medical condition, are overweight, are over 40 years of age or haven't exercised regularly, see your doctor for a check up
- If you are thinking of enrolling your child in a martial arts program, consult with your doctor first if you have concerns. A medical check-up can help identify any particular injury risks your child may have
- Warm up: All activities should first include a thorough warm up, and head to toe stretching and gradual cardiovascular activity. Most Martial Art disciplines recommend sustained stretching for at least 15 minutes before any kicks and punches are thrown. To help reduce injury, specific attention should be paid to those muscle groups that will be used during later activity
- Drink plenty of water before, during and after activity
- Allow time to cool down after the activity. Stretching is an important part of your cool down routine
- Obey all the rules of your martial arts
- Seek advice from your Martial Arts teacher if you think your techniques require improvement
- Wear appropriate protective equipment – headguard / mouth guard / groin guard / gloves / kickers / shin guard
- Try to put the emphasis on fun rather than competition if your child is participating in martial arts
- Make sure your child understands that playing through pain is wrong

2. Risk Factors

Some of the factors that can increase the risk of injury include:

- Poor technique: holding or moving the body incorrectly can put unnecessary strain on joints, muscle and ligaments
- Using excessive force: failing to pull a punch or kick can inflict injury on an opponent
- Inexperience: beginners are more likely to get hurt because their bodies are not used to the demands of the sport
- Overtraining: training too much and too often can lead to a wide range of overuse injuries

3. Martial Arts involving throwing and grappling

The risks may include falling on unsuitable surfaces, landing on the head and / or damage to the joints from locks. Safe practice must include:

- Checking the training area for suitability, particularly where the mats have been joined
- Checking that there are no hard surfaces or sharp / hard objects around the training area
- Having an experienced instructor who will ensure that correct tuition in the use of locks and throws to reduce risk of injury to their training partner

4. Martial Arts involving strikes, punches and kicks

The risks may include concussion from heavy blows to the head, damage to internal organs and joints from heavy blows and / or injury from inappropriate stretching and other exercises. Safe practice must include:

- Technical controlled sparring. (Controlled sparring or light contact means the technique is targeted but controlled so that whilst the opponent is touched the technique is not followed through)
- Avoid extreme excessive exercises such as press-ups on the knuckles or hitting heavy bags; the joints of children are still developing and can be damaged by these exercises
- Avoid full contact shots to the head throughout class sparring for all students, both adults and children under the age of 16 years. This contact should be light and controlled. Protective head guards are worn at all times when sparring. Head contact is excluded for children under the age of 8 years

5. Martial Arts involving weapons

Safe practice must include:

- No live blades (sharp or otherwise) in the training area when children are present
- Safe protocols for the use of training weapons by children
- Good supervision at all times by Instructors

6. What to do if you injure yourself

If an injury occurs you must stop training immediately to help prevent further damage.

- Seek prompt treatment of injury, as early management will mean less time away from training
- Treat all soft tissue injuries (ligament sprains, muscle strains, bumps and bruises) with rest, ice, compression, elevation (raise the limb above your heart) and seek advice from a health professional
- Do not resume activity until you have completely recovered from injury

Above all, safe practice means having a suitably qualified and experienced instructor who will ensure that children are not exposed to the above risks and who can make a training session enjoyable whilst maintaining the discipline essential to learning a Martial Art.

MAGB Safer Recruitment of Staff and Volunteers Policy

The Club will take all reasonable steps to ensure only suitable people are working with children and adults at risk. A recruitment process is important to ensure all reasonable steps have been taken to identify unsuitable individuals.

The following steps should be carried out to ensure Safer Recruitment:

Planning (*external recruitment*)

When a role becomes available, a vacancy pack will be put together containing the following documents:

- A job description, including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- A self-disclosure form (for applicants to declare prior convictions or other potentially relevant information)

Application Process

All applicants who will work with young people and / or adults at risk, whether for paid or voluntary, will need to complete and sign a self-declaration form.

Interview, References and Disclosure

An interview will take place for positions involving working with children and / or adults at risk.

Once a successful candidate is chosen, they will be asked to complete a self-disclosure form and offered the role subject to satisfactory references and an Enhanced DBS Disclosure, if teaching exclusively people under the age of 16. Where possible, a minimum of two references will be requested and ideally at least one should be associated with former work with children and / or adults at risk.

Induction (*apply to all internal and external recruitment*)

All staff and volunteers will undergo an induction on starting their new role with which will include:

- Training on the Safeguarding Policy and Procedures
- Signing the Instructors Codes of Ethics and Conduct
- A reminder that they have agreed to abide by all Club policies and procedures, and they may face disciplinary action otherwise
- Completion of a profile to identify training needs / aspirations
- Mentoring where appropriate

Monitoring and appraisal

Both during and after completing the trial period, employees / volunteers working with children and / or adults at risk will be given the opportunity to receive feedback on a regular basis and to have an appraisal – once a year - to discuss performance, identify training needs and set new goals.