

Les Bubka All Round Karate – Child Safeguarding Policy and Procedures

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Contents

1. Commitment to Safeguarding.....	2
2. Principles	2
3. Legislation & Statutory Guidance.....	3
4. Definitions	3
4.1 Definition of a Child	3
4.2 Definition of Child Abuse	4
5. Signs and Indicators of Abuse and Neglect	5
6. What to do if you have a concern or someone raises concerns with you.	6
7. How to respond to a concern.....	7
8. Safeguarding Children Flowchart	8
9. Recording	9
10. Codes of Conduct and Ethics	9
11. Safer Recruiting.....	10
12. Supervision, support and training.....	10
13. Whistleblowing	11
14. Complaints	11
15. Useful Contacts	12
ANNEX A - RECORD OF DISCLOSURE FORM	13
ANNEX B - RECORD OF INCIDENT FORM.....	14

1. Commitment to Safeguarding

At Les Bubka All Round Karate we are committed to safeguarding children and young people under the age of eighteen, and we expect everyone who works in our club to share this commitment. Adults in our club take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

2. Principles

Les Bubka All Round Karate acknowledges our duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance Working Together to Safeguard Children 2018, and complies with best practice as defined by the British Combat Karate Association (BCKA).

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience in a safe and child-centred environment.
- Are protected from abuse whilst participating in activities organised within Les Bubka All Round Karate premises or outside.

Les Bubka All Round Karate acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy Les Bubka All Round Karate will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.

- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Les Bubka All Round Karate. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

3. Legislation & Statutory Guidance

- 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. Definitions

4.1 Definition of a 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 but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

4.2 Definition of Child Abuse

Child abuse is when an adult harms a child or young person. There are four main types of abuse:

- 1. Physical Abuse**

This includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol.

- 2. Emotional Abuse (and bullying)**

Includes name-calling, being threatened or shouted at, being made to feel small, taking their things, insulting them, making them do things they do not want to do, deliberately humiliating or ignoring them.

- 3. Sexual Abuse**

This includes being touched in an inappropriate way, being forced to have sex, or being made to look at sexual pictures or videos.

- 4. Neglect**

This is when a child is not looked after properly, including having no place to stay, or not enough food to eat, or clothes to keep them warm. It also includes not giving the child access to medical care.

5. Signs and Indicators of Abuse and Neglect

Indicators that a young person may be being abused 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 young person describes what appears to be an abusive act involving him/her;
- Someone else (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 or 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. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing. For example, a family bereavement which could cause some of the changes listed above.

Remember it is not the responsibility of Les Bubka All Round Karate to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.

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

Les Bubka All Round Karate recognises '*everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action*' (page 11 para 16 Working Together to Safeguard Children 2018).

Whilst accepting this duty it is recognised Les Bubka All Round Karate is not responsible for deciding if abuse has occurred. It does however, have a duty to respond and report concerns.

Les Bubka All Round Karate will have an appropriately trained Designated Safeguarding Lead (DSL).

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

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

- 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.

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 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the DSL.

7. How to respond to a concern

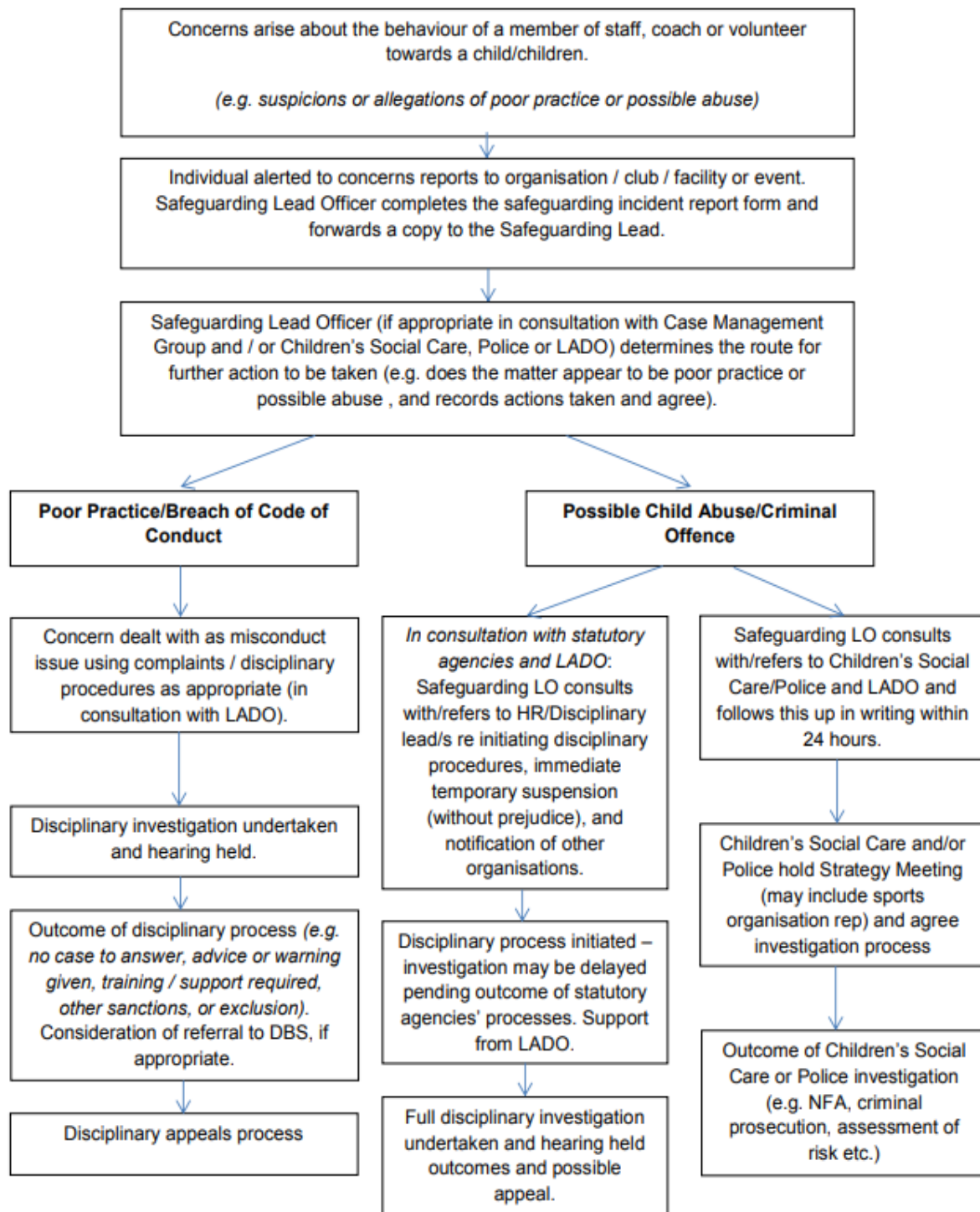
It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- 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 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 Designated Safeguarding Lead 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 your DSL.
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the NSPCC Helpline.
- 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 DSL. The DSL if they consider the concern to be serious, for example potentially child abuse or a crime they must report the incident to the Local Authority Designated Officer or the Police.

When a safeguarding concern or poor practice has been identified concerning a specific child the parents/guardians/carers of that child should be notified. Where the DSL has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

8. Safeguarding Children Flowchart

1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)



9. 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 club disclosure form in ANNEX A - RECORD OF DISCLOSURE 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 club incident form ANNEX B - RECORD OF INCIDENT 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.

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

10. Codes of Conduct and Ethics

The codes of conduct and ethics for all those involved at Les Bubka All Round Karate can be found as a separate guidance sheet. 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 Les Bubka All Round Karate 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 Les Bubka All Round Karate we 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.

12. Supervision, support and training

Once recruited, all staff and volunteers at Les Bubka All Round Karate will be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

Les Bubka All Round Karate 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 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.

13. Whistleblowing

It's important that people within the Les Bubka All Round Karate 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.

14. 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.

15. Useful Contacts

Club Les Bubka All Round Karate Designated Safeguarding Lead

- Name: Anna Kibler-Bubka
- Email: sgofficer@lesbubka.co.uk
- Telephone: **07352 988862**

Local Authority Safeguarding Lead

- Name: Local Authority Designated Office
- Email: cspa@surreycc.gov.uk
- Telephone: **01483 517898**

British Combat Karate Association Safeguarding Lead

- Name: BCKA CPO
- Email: info@britishcombatkarate.co.uk
- Telephone: **01924 266016**

NSPCC

- Email: help@nspcc.org.uk
- Telephone: **0808 800 5000**

ANNEX A - RECORD OF DISCLOSURE FORM

DATE:

Reporting Person Details:

- Name:
- Position Held:
- Contact Details:

Child Details

- Name:
- Age / D.O.B:
- Address:
- Tel:
- Race / Ethnic Origin:
- Gender:
- Relevant Special Needs:

Disclosure Details

- Date:
- Time:
- Place:

WHAT THE CHILD SAID:

YOUR OWN OBSERVATIONS:

ACTION TAKEN: (external referrals - parent/Social Services/Local Authority/Other, advice)

Reporting Person Name:

Signature:

ANNEX B - RECORD OF INCIDENT FORM

DATE:

Reporting Person Details:

- Name:
- Position Held:
- Contact Details:

Child Details

- Name:
- Age / D.O.B:
- Address:
- Tel:
- Race / Ethnic Origin:
- Gender:
- Relevant Special Needs:

Incident Details

- Date:
- Time:
- Place:

DESCRIPTION OF INCIDENT (**facts only**, not assumptions or opinions):

NATURE OF CONCERN:

ACTION TAKEN: (safeguarding actions, external referrals, advice)

FOLLOW-UP ACTIONS: (monitoring, support, communications)

Reporting Person Name:

Signature: