



Welsh Karate Governing Body
Corff Llywodraethol Karate Cymru



CHILD PROTECTION POLICY & PROCEDURES

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SECTION 1

CHILD PROTECTION POLICY

1.1 Introduction

Everyone who participates in *Karate* is entitled to do so, in an enjoyable and safe environment. The *Welsh Karate Governing Body*, have a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers provide them with the highest possible standard of care.

The *Welsh Karate Governing Body* is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of the *Welsh Karate Governing Body* and to allow staff and volunteers to make informed and confident responses to specific child protection issues. **A child is defined as a person under the age of 18 (Children's Act 1989)**

1.2 Policy Statement

The *Welsh Karate Governing Body* is committed to the following:

- The welfare of the child is paramount.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Karate in a fun and safe environment.
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All *Welsh Karate Governing Body* employees who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures.
- Working in partnership with parents and children is essential for the protection of children.

Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

1.3 Legal and Procedural Framework

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance. (See Appendix 16)

- The Children Act 1989.
- The Protection of Children Act 1999.
- Working Together to Safeguard Children and Young People (1999).
- “Caring for the young and vulnerable” Home Office guidance for preventing the abuse of trust (1999).
- Criminal Justices and Court Services Act (2000).
- The UN Convention on the Rights of the Child.
- Human Rights Act (1998).
- The Data Protection Act (1998).

SECTION 2 PROMOTING GOOD PRACTICE

2.1 Introduction

To provide children with the best possible experience and opportunities in *Karate*, everyone must operate within an accepted ethical framework such as “The Coaches Code of Conduct” and an Equity Policy (See appendix 1 & 2).

It is not always easy to distinguish poor practice from abuse. It is therefore *NOT* the responsibility of employees or participants in *Karate* to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

2.2 Good Practice

All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of *Karate* fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all children equally and with respect and dignity.
- Always put the welfare of the child first, before winning.
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child’s consent has been given.
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs.
- Request written parental consent if club officials are required to transport children in their cars.

- Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- Ensure that if mixed teams are taken away, they should always be accompanied by a Male and Female member of staff.
- Ensure that at away events adults should not enter a child's room or invite a child to their rooms.
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of children.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.
- Secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.

2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with children away from others.
- Taking children alone in a car on journeys, however short.
- Taking children to your home where they will be alone with you.
- Sharing a room with a child.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.

- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the child can do for themselves.

Where a case arises, where it is impractical or impossible to avoid certain situation e.g. transporting a child in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the child involved.

(See Appendix 3 & 4).

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

2.4 Physical Contact in Sport

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury.
- Meet the requirements of the particular sport.

Physical contact should:

- Not involve touching genital areas, buttocks or breasts.
- Meet the need of the child and not the need of the adult.
- Be fully explained to the child and with the exception of an emergency, permission should be sought.
- Not take place in secret or out of sight of others.

Records of injuries should be fully recorded.

SECTION 3 DEFINING CHILD ABUSE

3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. The effects can be so damaging that if not treated, may follow the individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

Physical Abuse: Where adults physically hurt or injure a child e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. Giving children alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a Parent/Carer reports non-existent symptoms or illness deliberately causes ill health in a child they are looking after.

In a sports situation, physical abuse may occur, when the nature and intensity of training, disregards the capacity of the child's immature and growing body.

Emotional Abuse: The persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. **(See Appendix 5)**

Neglect occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child safe, or exposing them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the Coach over young athletes, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of 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 an explanation seems inconsistent.
- The child describes what appears to be an abusive act involving them.
- Another child or adult expresses concern about the welfare of a child.

- Unexplained changes in a child's behaviour, e.g. Becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions.
- An unexplained drop off in performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. On food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in the **Welsh Karate Governing Body** to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid. (See **Appendix 6 & 7**)

SECTION 4 RESPONDING TO CONCERNS & ALLEGATIONS

4.1 Introduction

It is not the responsibility of anyone working in the *Welsh Karate Governing Body* in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicious of abuse occurring within the *Welsh Karate Governing Body* and to allegations/suspicious that abuse is taking place elsewhere. (See Appendix 8 & 9)

This section explains how to respond to allegations/suspicious.

4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child that they are not to blame and that it was right to tell.
- **Listen** to the child, showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Record** all information.
- **Report** the incident to the club/welfare officer.

In all cases if you are not sure what to do you can gain help from NSPCC Wales Hour help line (Mon – Fri 10.00am – 6.00pm). Tel No: 08081002524 or the NSPCC 24 hour help line Tel No: 0800800500

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record detail.

4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The **Welsh Karate Governing Body** expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated Child Protection Officer is not available you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

A summary of reporting procedures is provided in **Appendix 10**. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the Police are immediately involved.
- **Child Protection** in which case the Social Services (and possibly) the Police will be involved.

- **Disciplinary or Misconduct** in which case **Welsh Karate Governing Body** will be involved.

As mentioned previously in this document the **Welsh Karate Governing Body** are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: It may be just one of a series of other incidences which together cause concern.

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the **Welsh Karate Governing Body** who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- The **Welsh Karate Governing Body** will refer the matter to social services department
- The parent/carer of the child will be contacted as soon as possible following advice from the social services department
- The Chief Executive of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- The Child Protection Officer should also notify the relevant sport governing body
- If the club Child Protection Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser. **Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.**

4.5 Whistle Blowing

It is important that the organisation has well known procedures for enabling staff and volunteers to share, in confidence with a designated person, concerns they may have, about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

The **Welsh Karate Governing Body** is fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protect those who 'whistle blow'. While it is

difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated. All staff and volunteers will be encouraged to talk to the designated if they become aware of anything that makes them feel uncomfortable.

4.6 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

- Report your concerns to the Club Child Protection Officer (**See Appendix 11**).
 - If the Club Child Protection Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately.
 - Social Services and the Club Child Protection Officer will decide how to inform the parents/carers.
 - The Club Child Protection Officer should also report the incident to the **Welsh Karate Governing Body**. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.
 - Maintain confidentiality on a need to know basis.
-

4.7 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Child Protection Officer.
- The parents of the child.
- The person making the allegation.
- Social Services/Police.
- The **Welsh Karate Governing Body** Regional Development Manager and your Sport Governing Body Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child).

Seek Social Services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

4.8 Internal Inquiries and Suspension

- The **Welsh Karate Governing Body** Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the **Welsh Karate**

Governing Body Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such case the **Welsh Karate Governing Body** Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

4.9 Working with the Aftermath

After a suspicion or allegation about a child protection concern has been investigated, there is likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact.
- Guilt and blame - if suspicions had been around for some time.
- Impact - on individuals, or the nature of what occurred and to whom.
- Gaps in the organisation in terms of roles and post held.

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

SECTION 5 RECRUITING & SELECTING

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

5.2 Controlling Access to Children

- All staff and volunteers should complete a self disclosure form. **(See Appendix 9)**
 - All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record **(See Appendix 10)**
 - Consent should be obtained from the applicant to seek information from the Criminal Records Bureau **(See Appendix 11)**
 - Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact **(See Appendix 12)**
 - Evidence of identity (passport or driving licence with photo).
-

5.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures.
 - Their qualifications should be substantiated.
 - The job requirements and responsibilities should be clarified.
 - They should sign up to the organization's Code of Ethics and Conduct.
 - Child Protection Procedures are explained and training needs identified e.g. Basic Child Protection awareness.
-

5.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their

practice is likely to protect them from false allegations.

- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

The **Welsh Karate Governing Body** requires:

- **All** Staff and Volunteers who have access to children, to undergo an enhanced CRB check.
 - **All** Employees, Volunteers, Coaches, Welfare Officers and Team Managers to undertake relevant Child Protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards Good Practice and Child Protection.
 - **All** Staff and Volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.
 - **All** Coaches, Trainee Coaches and Leaders should have an up to date First Aid qualification.
 - **All** Coaches, Trainee Coaches and Leaders should have Professional Indemnity.
 - **All** Coaches, Trainee Coaches and Leaders must complete the WKGB Coach Award.
 - **All** Coaches, Trainee Coaches and Leaders must embark on Continuous Professional Development.
-

SECTION 6 USEFUL CONTACTS

Childline UK

Post 1111
London N1 0BR
Tel - 0800 1111

Criminal Records Bureau

PO Box 91 Liverpool L69 2UH
Helpline 0870 90 90 811
www.crb.gov.uk

NSPCC Child Protection Helpline

National Helpline 0808 800 5000
Welsh Helpline 0800 100 2524 (Mon-Fri 10am-6.00pm)
Asian Helpline 0800 096 7719
Deaf User's Textphone 0800 056 0686
www.nspcc.org.uk

NSPCC Child Protection in Sport Unit (Wales)

Cardiff 02920 267000
www.thecpsu.org.uk

Police and Social Services

Consult your telephone directory for the most relevant local numbers

*These contact numbers and addresses are subject to change with little or no notice.
Therefore you should refer to your local directory or counsellor.*

SECTION 7

Child Restraint Policy

The purpose of this Policy is to safeguard the well-being of Students and Instructors/Coaches, when an incident requires the use of Physical Intervention.

Its intention is to develop and encourage, **consistent** and **safe** practices in the use of Physical Restraint. Instructors/Coaches should not hesitate to act in an emergency, provided they follow these guidelines.

However, they should always satisfy themselves, that the action they take, would be considered **justifiable** by a wider audience of their Colleagues & Peers and the Public at large.

Definition

Physical Restraint is the “Positive Application of Force” required to protect or prevent a child from causing injury to him/herself, others or seriously damaging property.

Injury means “Significant Injury”; this would include: Actual Bodily Harm or Grievous Bodily Harm, Physical or Sexual Abuse, risking the lives of, or injury to, themselves or others, by wilful or reckless behaviour, and Self-Poisoning.

On any occasion where Physical Restraint is used, it must be evident, that there **were** strong indicators, that if immediate action had not been taken, injury or damage would have followed.

Guidance: During an Incident

In any application of Physical Restraint, the “Minimum Reasonable Force” should be used to calm down the situation. Help should be summoned from colleagues. Other Students should **never** be involved in restraint.

The Student should be approached calmly but firmly. Where possible, explain the consequences of refusing to stop the unwarranted behaviour and continue to communicate with the Student throughout the incident. It should be made clear that the physical contact or restraint will stop, as soon as it ceases to be necessary. A calm and measured approach is needed and an Instructor/Coach must **never** give the impression that he/she has lost his/her temper, or is acting out of anger or frustration - or to punish the Student.

The method of restraint employed must use the “**Minimum Reasonable Force**” for the “**Minimum Reasonable Time**” and must observe the following requirements:

Restraint must NOT:

- Involve hitting the Student.
- Involve deliberately inflicting pain on the Student.
- Restrict the Students breathing.
- Involve contact with sexually sensitive areas.

During any incident the Restraint should:

- Offer verbal reassurance to the Student.
- Cause the minimum level of restriction of movement.
- Reduce the danger of any accidental injury.

Physical intervention can take several forms and may involve others;

- Physically interposing between Students.
- Blocking a Students path;
- Holding.
- Pushing.

- Pulling.
 - Leading a Student by the hand or arm.
 - Shepherding a Student, by placing a hand in the centre of the back.
- Or in extreme circumstances**
- Using greater restrictive holds.

Dos and Don'ts

DO

- Be aware of any feelings of anger.
- Summon help.
- Continue to talk to the Student in a calm & professional manner.
- Provide a soft surface if possible.
- Be aware of any accessories worn by you or the Students that may cause harm.
- Hold the Students arms by his/her sides.

DON'T

- Try to manage on your own.
- Stop talking, even if the Student doesn't reply.
- Straddle the Student.
- Push arms up the back.
- Touch the Student near the throat or head.
- Put pressure on joints.

Recording Incidents

Written reports **must** be kept, on **any** occasion when force is used. The Instructor/Coach concerned should advise the Child Protection Officer **immediately** following the incident and provide a written report as soon as possible afterwards. The report should include:

- Name(s) of the Student(s) involved.
- When and where the incident took place.
- Name(s) of any other Coaches & Students who witnessed the incident.
- Proof or reason that force was necessary.
- Description of how the incident began and progressed.
- Students response and outcome of the incident.
- Details of any injury suffered by Student/Coach/Witness or any damage to property.

Instructors/Coaches may find it helpful to seek advice from their Professional Association or a Senior Colleagues when making a report. An Incident Report Sheet is available from the WKGB Child Protection Officer. This will be the most up-to-date document and is the copy that should be used. The following Incident report Sheet is for example only.

W.K.G.B. Child Restraint Incident Report

Date of Report:	
Date of Incident:	
Place of Incident:	
.....	Post Code:
Child Involved:	
Coach Involved:	

Coach / Restrainer Details

Full Name:

Age: Date of Birth:

W.K.G.B. Licence No.: Expiry Date:

Address:

..... Post Code:

Telephone: Mobile:

Email: Fax:

Association: Club:

W.K.G.B. Coach Licence No.: Expiry Date:

Professional Indemnity No.: Insurance Co.:

Child / Restrained Details

Full Name:

Age: Date of Birth:

W.K.G.B. Licence No.: Expiry Date:

Parent/Guardian Name:

Address:

..... Post Code:

Telephone: Mobile:

Email: Fax:

Association: Club:

Witness 1

Name:

Address:

..... Post Code:

Contact No.:

Witness 2

Name:

Address:

..... Post Code:

Contact No.:

Witness 3

Name:

Address:

..... Post Code:

Contact No.:

Witness 4

Name:

Address:

..... Post Code:

Contact No.:

Outcome Of Incident

Students Response To Restraint:

.....

.....

.....

(e.g. Did the Student respond positively or negatively to restraint. Was the situation resolved by the Physical Intervention?)

Outcome of Restraint:

.....

.....

.....

(e.g. Totally resolved, no further action required or were there threats or intimidation aimed towards any involved person. Has exclusion taken place?)

Emergency Services

Police Required:

Yes

No

.....

.....

.....

Medical Assistance Required:

Yes

No

.....

.....

.....

Property Damage:

- Yes
- No

.....

.....

.....

Legal Action:

- Yes
- No

.....

.....

.....

In the event of Personal Injury or Property Damage, a Crime Number will be issued. Please enter below.

Crime No.:

These accounts have been given to the best of my knowledge and recollection of the incident.

Signature: Date:



De-Briefing of Incident

(This Section is for Analysis & Continuous Professional Development Only)

Do you believe your handling of the incident was correct?

- Yes
- No

If No, in hindsight, what would you have done differently?

.....

.....

.....

Do you believe you were equipped to deal with the situation?

- Yes
- No

If No, what training would you like to receive?

.....

.....

.....

Do you believe your actions would be considered *justifiable* by a wider audience of your Colleagues & Peers and the Public at large.

- Yes
- No

If No, how do you think they would you have perceived your actions?

.....

.....

.....

Would this incident, your subsequent actions and its outcome, deter you from continuing your Coaching of Athletes in the future.

- Yes
- No

If Yes, please give details.

.....

.....

.....

APPENDIX 1

Code of Conduct

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the content of their sport.
2. Coaches must place the well being and safety of the performer above the development of performance. They should follow all guidelines laid down by their sports Governing Body and hold appropriate insurance cover.
3. Coaches must develop an appropriate working relationship with performers, especially children, based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Coaches must encourage and guide performers to accept responsibility for their own behaviour.
5. Coaches should hold up to date Nationally recognised Governing Body Coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should at the outset clarify with performers, and where appropriate their parents, exactly what is expected of them and what performers are entitled to expect from the coach.
8. Coaches should co-operate fully with other specialists e.g. other coaches, officials, sports scientists, doctors and physiotherapists in the best interest of the performer.
9. Coaches should always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.
10. Coaches must consistently display high standards of behaviour and appearance.

This charter is reproduced by courtesy of *Sportscoach UK*. For more information on guides for sports visit

<http://www.sportscoachuk.org>

APPENDIX 2

Equity Policy

Statement of Intent

The **Welsh Karate Governing Body** is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, competitor, child/young person receives less favourable treatment on the grounds of age, gender, ethnic status, parental/marital status, nationality, religious belief, political persuasion, social background and sexual preference.

Legal Requirements:

The **Welsh Karate Governing Body** is required by law, not to discriminate against its employees, members or volunteers and recognises its legal obligation under the following acts

- Equal Pay Act 1970.
- Sex Discrimination Act 1975.
- Race Relations Act 1976.
- Disability Discrimination ACT 1995.
- Rehabilitation of Offenders Act 1974.
- Children's Act 1989.

Types of Discrimination:

Discrimination can take the following forms:

Direct Discrimination - This means treating someone less favourably than you would treat others in the same circumstances.

Indirect Discrimination - This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one group.

The **Welsh Karate Governing Body** is fully committed to equality of opportunity and where decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the performance of the sport.

Harassment - Can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient.

The **Welsh Karate Governing Body** is committed to ensuring that all staff, volunteers and competitors are able to conduct their activities in an environment that is free from harassment or intimidation.

A copy of this document will be available to all staff, members, competitors & volunteers. Appropriate disciplinary action will be taken against any employee, member or volunteer who violates the **Welsh Karate Governing Body** Equity Policy.

APPENDIX 3

Guidelines for Transporting Children & Young People

It is important to ensure that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance.
- Ensure sufficient supervisors are on each coach.
- All participants have a seat and seat belt regulations are adhered to.
- Parents/carers are issued with detailed information of pick up and drop off points and times.
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there.

If private cars are used for transport, you should ensure parental consent has been obtained.

APPENDIX 4

Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at the event, staff and volunteers are acting in Loco Parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on www.ofsted.gov.uk). For children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access of photos of children/young people (attached to their consent form) in the event of them having to report a participant missing to the police.

APPENDIX 5

Anti Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling), emotional (e.g. isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker than the bully or bullies.
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing or theft.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive/offensive comments of a sexual nature.

Emotional and verbal bullying is more likely however it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti bullying policy to which all its members, coaches, players, staff and volunteers and parents subscribe to and accept.

Every club should be prepared to:

- Take the problem seriously.
- Investigate any incidents.
- Talk to bullies and victims separately.

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim.
- Inform parents of the bully(ies).
- Insist on the return of items 'borrowed' or stolen.
- Insist bullies compensate the victim.
- Hold club discussions on bullying.
- Provide support for the coach of the victim.

APPENDIX 6

Photographic/ Recorded Images

While the *Welsh Karate Governing Body* recognises that publicity and pictures/recordings of young people enjoying *Karate* are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and young Permission Form (See **Appendix 4**).
- All young people must be appropriately dressed, for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event.
- Club's or organisations' coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given.
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents and children should be informed that if they have any concerns they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.

APPENDIX 7

Parent/Guardian and Young Person Permission Form for the use of Photographs and Recorded Images

I _____ (insert parent/carer full name)
Consent to the photographing/videoing and publication of,

_____ (name of young person) Under
the **Welsh Karate Governing Body** Child Protection and Best Practice guidelines and I
confirm that I am legally entitled to give this consent.

I also confirm _____ (name of young person) is not
under a court order.

Signature of Parent/Guardian: _____

Date: _____

I _____ (name of young person)
consent to the photographing/videoing and publication of images of my involvement in
Karate under the **Welsh Karate Governing Body** Child Protection and Best Practice
Guidelines.

Signature of Young Person: _____

Date: _____

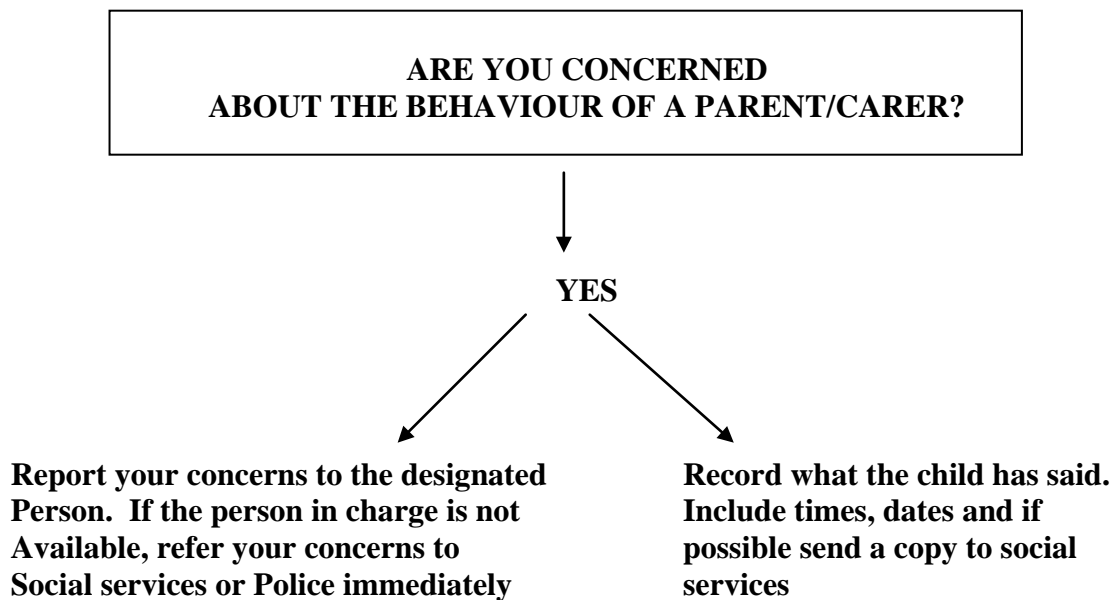
Please return this form to:

**Welsh Karate Governing Body
Administration Officer.
Smalldrink, Parsonage Lane,
Begelly, Kilgetty,
Pembrokeshire.
SA68 0YL.**

APPENDIX 8

Responding to Concerns About Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer.



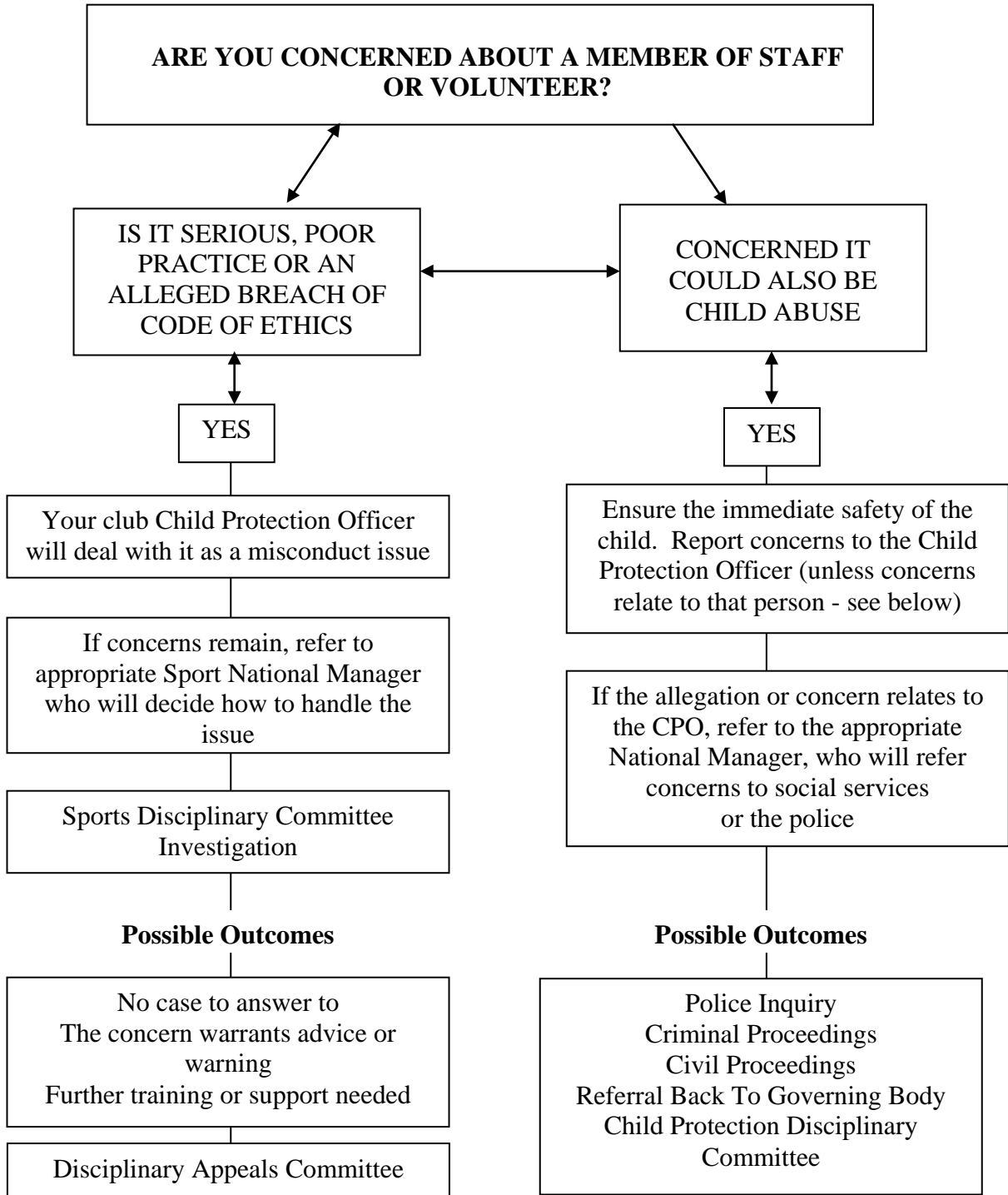
Remember:

- **Maintain confidentiality.**
- **Ensure the person in charge follows up with social services.**

APPENDIX 9

Responding to Concerns About a Member of Staff or Volunteer

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport.



APPENDIX 10

Incident Report Form

Name of Child: _____	Age/D.O.B.: _____
Parent/Carer's Name: _____	
Home Address: _____	
Telephone Number: _____	

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.

Brief description of the concerns: include date, time, location etc. of specific incidents

Any physical signs? Behavioural Signs?

Have you spoken to the child? If so what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anyone been alleged to be the abuser? If so give details, including the relationship with the child. Have you consulted with anyone else? Give details.

Your name/position: _____

To whom reported and date of reporting? Give contact information for future reference.

Signature: _____

Date: _____

APPENDIX 11

Designated Person

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the Protection of Children.

The sports organisation's Child Protection Policy should include the name of this person, their role/responsibilities and how they can be contacted. The person designated should ensure they are knowledgeable about child protection and that they undertake any training considered necessary to keep themselves updated on new developments.

Role:

- Establish contact with senior member of social services staff responsible for child protection in the organisations catchment area.
- Provide information and advice on child protection within the organisation.
- Ensure that the organisation's child protection policy and procedures are followed and particularly to inform social services of relevant concerns about individual children.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing.
- Liase with social services and other agencies as appropriate.
- Keep relevant people within the organisation, particularly the head or leader of the organisation, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- Advise the organisation of child protection training needs.

APPENDIX 12

Sample Declaration Form

CRB Disclosure (Enhanced) has replaced Self Declaration. This section has been left only for use or guidance within Club literature.

Confidential: Declaration from all staff and volunteers working with children and young people.

Have you ever been convicted of a Criminal Offence or been the subject of a Caution or a Bound Over Order?

YES: ___ NO: ___ (please tick)

If yes, please state below the date(s) and nature of Offence(s)

NOTE: You are advised under the provision of the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare **all** convictions, including 'spent' convictions.

Are you a person known to any social services department as being actual or potential risk to children?

YES ___ NO ___

If yes please supply details

Have you had a disciplinary sanction (from a sport, or other organisation's governing body) related to child abuse?

YES ___ NO ___

If yes, please supply details

Signed:

Date:

Mr/Mrs/Miss/Ms First Name: _____ **Surname:** _____

Any surname previously known by: _____

Address:

Tel No: _____

Date of Birth: _____

Place of Birth: _____

APPENDIX 13

Application Form

Part A

Surname: _____ First Name: _____

Title: _____ Sex: M/F _____

National Insurance Number: _____

Any previous names by which you may have been known:

Address:

Postcode: _____ Tel No: _____

Date of Birth: _____ Place of Birth: _____

Post for which applying:

Relevant experience, qualifications and training:

Career/involvement in sport (with dates):

I confirm that I have read and agree to abide by the club's code of conduct

Signature: _____ Date: _____

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitability for, working with children and young people (e.g. previous employers):

Name: _____

Address:

Position: _____

Tel No: _____

Name: _____

Address:

Position: _____

Tel No: _____

APPENDIX 14

Criminal Records Bureau (CRB)

The Criminal Records Bureau (CRB) enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the CRB is available to all organisations working with children and young people, either directly as registered bodies or through 'umbrella' organisations.

For more information on CRB checks:

**PO Box 91
Liverpool 91
L69 2UH**

Helpline: 08709090811

www.crb.gov.uk

APPENDIX 15

Reference Form

(Name of staff/volunteer) _____

Has expressed an interest in working for the **Welsh Karate Governing Body**, and has given your name as a referee. If you are happy to provide this reference all information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position.

How long have you known this person? _____

In what capacity? _____

Would this person be suitable to work with children/young people? _____

Further Information (where applicable)

Signed _____

Position _____

Date _____

Address

Telephone Number _____

The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

NB: Give full contact details of the person to whom the reference is to be sent, including name, address, telephone number and any other relevant details.

APPENDIX 16

Recommended Legislation/Guidance & Publications

The Children Act 1989. (England and Wales)

Criminal Justice and Court Services Act 2000

www.hmsso.gov.uk

The Data Protection Act 1984 and 1998

www.legislation.hmsso.gov.uk/acts/acts1998/19980029.htm (the Act)

www.homeoffice.gov.uk/ccpd/dpu98news.htm (the overview)

The Human Rights Act 1998

www.homeoffice.gov.uk/hract/hramenu.htm

The Protection of Children Act 1999

www.doh.gov.uk/scg/childprotect

Sexual Offences (Amendments) Act 2000

www.hmsso.gov.uk/acts/en/2000en44.htm

The United Nations Convention on the Rights of the Child

www.un.org

Our Duty to Care

www.volunteering-ni.org

Working Together to Safeguard Children

www.the-stationary-office.co.uk/doh/worktog.htm

Publications

SafeSportAway: a guide to planning

Available from the NSPCC Child Protection in Sport Unit

Tel: 0116 234 7278 Email: cpsu@nspcc.org.uk

Code of ethics and conduct for sports coaches

Sports Coach UK

www.brianmac.demon.co.uk/ethics.htm

Sportscheck: a step by step guide for sports organisations to safeguard children

E mail: cpsu@nspcc.org.uk

Safe Sports Events

E Mail: cpsu@nspcc.org.uk

Time to Listen

E Mail: cpsu@nspcc.org.uk

SELF DECLARATION FORM

*CRB Disclosure (Enhanced) has replaced Self Declaration.
This section has been left only for use or guidance within Club literature.*



You have a right of access to information held on you and other rights under the Data Protection Act 1998

PART A

Title	First name	Surname	Any previous names by which you may have been known
Address: Postcode: Telephone number(s): E-mail address:			

Postcode MUST be completed

DATE OF BIRTH

--	--	--	--	--	--

SEX	M		F	
-----	---	--	---	--

Current Club(s)	Position	Start date
	Coach/Helper/Other*	
	Coach/Helper/Other*	
	Coach/Helper/Other*	
	Coach/Helper/Other*	
	Coach/Helper/Other*	

* Please delete as appropriate

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. Please detail which documents:

.....

Signature of club secretary or other designated officer:

Print name Date

Part B

Self Declaration (for completion by the individual named in Part A)

1 Have you ever been convicted of any criminal offences? YES/NO*

If YES, please supply details of any criminal convictions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

1 Are you a person known to any social services department as being an actual or potential risk to children? YES/NO*

If YES, please supply details:

.....
.....

2 Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES/NO*

If YES, please supply details:

.....
.....

* Delete as appropriate

IMPORTANT

I have read and understood the information leaflet regarding the Welsh Karate Governing Body Child Protection List. I hereby consent to the WKGB undertaking police and/or social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the WKGB Child Protection List, may be notified to my club/organisation and may be supplied by the WKGB to other persons or organisations who have an interest in Child Protection issues.

Please put a cross in this box if you do not wish to receive any other sports related information

Signed by the above named individual: Date:

Print name:

This form should be returned **DIRECT** to:

**The Child Protection Officer
C/o Jishin Karate Club
Unit 1, Meadow Street,
Heol y Gors, Townhill,
City & County of Swansea.
SA1 6RZ.**



APPLICATION FORM

This form is to be completed by Coaches, Employees and Volunteers in sport.

Confidential

Surname & title (Mr/Mrs/Ms/Miss):	
Any first name, surname or maiden name previously known by:	
First name(s):	
Date of birth:	Place of birth:
National Insurance Number:	
Present address:	
Postcode:	
Telephone Number(s):	
E-mail address:	
Former address (if moved within the previous three years):	
Current occupation:	Name of organisation:
Role:	Address:
Start date:	
Previous occupations:	
Name or organisation:	
Start date:	Finish date:
Relevant experience:	
Previous experience of working with young children in a voluntary or professional capacity:	

Qualifications
Academic/school: (not essential for those applying to voluntary posts to complete)
Vocational/Interests:
Sporting qualifications and experience:
Reason for applying:
Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:
With your approval we shall also contact your current employer (where appropriate) for a reference
I agree to abide by any Code of Ethics and Conduct which the Welsh Karate Governing Body has in force.
Signed: _____ Date: _____
Print name: _____
NB Failure to disclose this information may result in exclusion from the club or organisation



REFERENCE FORM

Confidential

The following person has expressed an interest in working with The post involves substantial access to children. As an organisation committed to the welfare of and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

- 1 How long have you known this person?
- 2 In what capacity?
.....
- 3 What attributes does this person have that would make them suited to this work?
.....
.....
- 4 Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation Committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES/NO

If you have answered YES we will contact you in confidence.

Signed: Date:

Print name:

Position: Organisation:

*CRB Disclosure (Enhanced) has replaced Self Declaration.
This section has been left only for use or guidance within Club literature.*



Welsh Karate Governing Body **Corff Llywodraethol Karate Cymru**



Welsh Karate Governing Body
Corff Llywodraethol Karate Cymru
The Only Governing Body For Karate In Wales.