



# EUROKWAI JUDO

Est. 1976

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## Safeguarding Child Protection Policy and Procedures

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### 1. Eurokwai's Commitment to Safeguarding

We firmly believe that martial arts training presents a positive opportunity for all to learn self defence, improve their self confidence and develop as an individual. Everyone who participates is entitled to do so in a safe, fair, professional environment. Accordingly, the Eurokwai has a moral and legal responsibility to ensure that, when given responsibility for children/young persons below the age of 18, the highest standards of professionalism and care are exercised at all times. A child/young person is defined in the Children's Act 1989 as a person under the age of 18.

Eurokwai is committed to implementing policies and procedures so that everyone accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect children and report any concerns about their welfare to appropriate authorities without delay.

The aim of this policy is to promote best practice providing children within Eurokwai the appropriate safety and protection whilst in the care of instructors. It is also to allow our members and parents the opportunity to remain informed and confident of the requirements in relation to the safeguarding of children.

## **2. Policy Statement**

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Eurokwai acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Government requirements.

This 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 of sport at Eurokwai in a safe and child centred environment
- are protected from abuse whilst participating in Judo or outside of the activity.

Eurokwai 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 this Policy Eurokwai 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 Eurokwai. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **3. Reviewing Policy and Procedures**

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This Safeguarding policy and procedures shall be regularly monitored and reviewed to ensure up to date best practice and that they are fit for purpose. The [Welfare and Safeguarding Officer](#) will communicate to parents and members where changes are implemented.

The policy will be reviewed at minimum every 3 years or whenever there is a major change in the organisation or relevant legislation.

## **4. Legislation and Statutory Guidance**

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- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- [Keeping Children Safe in Education 2018](#) – in particular Parts 1 and 4
- Sexual Offences Act 2003
- Data Protection Act 2018
- Department of Education Voluntary Safeguarding Code of Practice – draft guidance for out-of-school settings providers December 2018 currently under consultation and review by the DoE March 2019.

## 5. Promoting Good Practice

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### 5.a Good Practice

**Eurokwai STRICTLY ADHERES TO AND ENGAGES IN the following principles and actions of good practice with regards to safeguarding of children:**

- All children are treated equally, with respect, dignity and courtesy.
- Always put the welfare of children first.
- Always teach in an open environment avoiding any isolation, unobserved situation, encouraging an open and transparent club community. Never be alone with a child.
- Keep physical contact to an absolute minimum.
- Where physical contact is essential as part of the safe and structured learning process of the art being practiced the instructor must only do so with the consent of the child, remaining appropriate, non intrusive and ensuring that where physical contact is essential - for example, when assisting in an essential physical process for the purposes of safety, such as breakfalls
- Ensuring there are always two instructors present at all times and that the Welfare and Safeguarding Office is also present.
- The involvement of parents/carers is encouraged wherever possible but is minimised as described in section 11 of this policy so that any adult may not be given the opportunity to cause harm, distress or abuse to any children present.
- Photographing and filming of children by instructors, parents/carers and members at Eurokwai Judo is strictly prohibited.
- Instructors and/or officials will not any time have any communication with child members via any forms of social media, or electronic messaging.
- Eurokwai will never under any circumstances arrange or embark on any off site judo or social events or away trips of any description with members.
- As classes at Eurokwai are mixed in gender both a vetted male and female instructor will be present at every lesson.
- Instructors must remain excellent role models both in and out of the dojo (Judo studio), this includes not smoking, drinking alcohol or using any foul language in front of any children.
- Recognise the development needs and capacity of the children in the class and not risk sacrificing welfare or safety for club or personal gain. This means avoiding excessive training and/or competitions and not pushing the student if they are not fully confident. Note: Eurokwai does not participate in any external competitions.
- Keep thorough records of any serious injuries that have occurred, along with details of any treatment given and further communication had with parents/carers and/or children.
- Eurokwai shall keep records and make them available to the relevant authorities in the event of any complaint or criminal proceedings in relation to the safeguarding of children.
- Eurokwai shall ensure that the welfare, safety and safeguarding of children shall remain it's highest priority and that such an objective shall be placed ahead of financial reward without question.
- Eurokwai shall ensure its officials have relevant safeguarding training and that they undergo Enhanced DBS checks, and records of such shall be freely available upon request for inspection by parents/carer.
- If an instructor or official should accidentally hurt a child and the child seems distressed in any manner, and/or if a child misunderstands/misinterprets something done by an instructor or official, the incident shall be recorded and parents/carers informed without delay.

## 5.b Poor Practice

Poor practice is inappropriate behavior by an instructor, official, student or parent which may cause distress to a child, and/or contravenes the principles of this Policy, and/or infringes an individual's rights.

**The following, which is not necessarily exhaustive, shall be considered poor practice in relation to safeguarding children and are deemed UNACCEPTABLE and are NEVER SANCTIONED at Eurokwai:**

- spending excessive amounts of time alone with children away from others;
- making unnecessary or excessive amounts of physical contact at any point;
- transporting or accompanying any children home and/or to any other port of call via any mode of transport alone;
- engaging in rough, physical or sexually provocative games, including horseplay either during class or before/after;
- allowing or engaging in any inappropriate touching of any form, or permitting any such activity from any other member of instructors, officials, visitors, parents/carers or other students;
- failure to act when possible abuse or bullying is witnessed;
- allowing children to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing children to tears as a form of control;
- Do things of a personal nature that any children may be able to do for themselves;
- use of excessive, physical or humiliating punishments;
- consuming alcohol whilst responsible for children;
- providing alcohol to children or allowing its supply;
- smoking in the presence of children;
- allowing any allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Not acting in a way that is open and honest regarding safeguarding procedures and any relevant changes to that procedure.

## 6. Defining Child Abuse

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Keeping Children Safe in Education 2018 (KCSIE) is the Department of Education statutory guidance for staff in schools and colleges but is also applicable to out of school clubs such as Eurokwai. It states that safeguarding and promoting the welfare of children is everyone's responsibility, and all those working with children 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. It defines abuse and neglect as follows:

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

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

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the

production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (see Peer to Peer below).

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Peer on peer abuse:** safeguarding issues can manifest themselves via peer on peer abuse, this is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals

### **Other related forms of harm and abuse**

Whilst these are unlikely to arise at Eurokwai, we are aware of them in case our suspicions are raised.

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

## **7. Indicators of Abuse and Neglect**

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Even for those experienced in working with 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 the explanation seems inconsistent;
- the child describes what appears to be an abusive act involving him/her;
- someone else (a child or adult) expresses concern about the welfare of a child;
- 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;
- losing weight for no apparent reason;
- 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. Eurokwai will maintain a good working relationship with

parent/carers to help to identify any other concerns that a child may be experiencing, for example a family bereavement or family breakup which could cause some of the changes listed above.

**It should be noted that it is not the responsibility of Eurokwai to decide if child abuse is occurring but it is our responsibility to act on any concerns by reporting them.**

## 8. Reporting

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Eurokwai Judo recognises page 11 paragraph 16 Working Together to Safeguard Children 2018 which states:

*"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"*

Whilst accepting this duty it is recognised that **Eurokwai Judo is not responsible for deciding if abuse has occurred**, but it does however have a duty to respond and report concerns. Eurokwai has an appropriately trained **Welfare and Safeguarding Officer (WSO)** – Alison Murray.

Any disclosures, suspicions or allegations MUST be reported without delay to Eurokwai's Welfare and Safeguarding Officer (WSO), as per the reporting procedures set out below, who will determine what course of action is appropriate.

Where there is an allegation against an instructor who works with children at Eurokwai the WSO must report the matter to the [Local Authority Designated Officer \(LADO\)](#) as all suspicions and allegations must be shared with professional agencies that are responsible for child protection and have a legal responsibility under The Childrens 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.

If a safeguarding concern has been identified concerning a specific child the parents/carers of that child will be notified. Where the WSO has reported the incident to the statutory authorities, advice will be sought from the authorities regarding this duty before notifying the parents/carers.

It is important that all information is only ever discussed or shared on a need-to-know basis only. The instructor or club has a duty to ensure confidentiality, as does the association. Information should only be shared where absolutely required, or under the guidance of the police or other relevant authority.

### Reporting Procedures

Whilst Eurokwai is not a school in regards to Safeguarding and reporting procedures it follows the guidance and best practice laid down the documents listed below, and the WSO will refer to these during the reporting process:

- Parts 1 and 4 of Keeping Children Safe in Education 2018 (KCSIE)
- Surrey Safeguarding Board's "Schools Child Protection and Safeguarding Policy Template September 2018"

#### 8a. Allegation against adults who work with children

The following procedure should be used in all cases in which it is alleged an instructor or another adult has:

- *behaved in a way that has harmed a child, or may have harmed a child;*
- *possibly committed a criminal offence against or related to a child; or*
- *behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children*

1. Report any concerns about to the [Welfare and Safeguarding Officer \(WSO\)](#) immediately.
2. If an allegation is made against the WSO, the concerns need to be raised with the Chief Instructor as soon as possible. If the Chief Instructor is not available, then the [Local Area Designated Lead \(LADO\)](#) should be contacted directly.

3. There may be situations when the WSO or Chief Instructor will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.
4. Once an allegation has been received by WSO or Chief Instructor they will contact the LADO on 0300123 1650 option 3 LADO Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.
5. Following consultation with the LADO inform the parents of the allegation unless there is a good reason not to.
6. In liaison with the LADO, Eurokwai will determine how to proceed and if necessary the LADO will refer the matter to Children's Social Care and/or the police.
7. If the matter is investigated internally, the LADO will advise Eurokwai to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2018) and the SSCB procedures.

As set out in Part 4 of KCSIE the following definitions should be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

## **8b. Suspected signs or indicators of abuse, or if a child make a disclosure of abuse**

If an instructor, parent/carer or indeed a member suspects signs or indicators of abuse, or they have a disclosure of abuse made to them by a child the following procedures should be followed:

1. They must make an initial record of the information related to the concern and report it to the [Welfare and Safeguarding Officer \(WSO\)](#) immediately.
2. The WSO will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the WSO is not immediately available.
3. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions in which they were involved. Any injuries
  - Explanations given by the child / adult
  - Rationale for decision making and action taken
  - Any actual words or phrases used by the child
4. The records must be signed and dated by the author.
5. In the absence of the WSO or Chief Instructor the person raising the concern must be prepared to refer directly to [Multi Agency Safeguarding Hub \(MASH\)](#) (and the police if appropriate) if there is the potential for immediate significant harm

### **Following a report of concern the WSO will:**

1. Decide whether or not there are sufficient grounds for suspecting significant harm, in which case a referral must be made to the [MASH](#) and the police if it is appropriate.
2. Eurokwai will try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to the MASH. However, this should only be done when it

will not place the child at increased risk or could impact a police investigation. The child's views should also be taken into account.

3. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm or abuse the WSO must contact the MASH. If a child is in immediate danger and urgent protective action is required, the Police (dial 999) must be called. The WSO must also notify MASH of the occurrence and what action has been taken.
4. If the WSO feels unsure about whether a referral is necessary they can phone the MASH to discuss concerns.
5. If there is not a risk of significant harm, the WSO will either actively monitor the situation or consider the Surrey Safeguarding Children Board Early Help.
6. Where there are doubts or reservations about involving the child's family, the WSO to clarify with the MASH or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation.
7. When a child is in need of urgent medical attention and there is suspicion of abuse the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital, having first notified the MASH. The WSO should seek advice about what action the MASH will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

### **8c. How to respond to a concern if a child makes a disclosure to you**

It is always difficult to hear about or witness harm or abuse experienced by a child, therefore should a child choose to make a disclosure the guidance below should be followed:

- 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, avoid asking questions that suggest an answer i.e. 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 the [WSO](#) 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. clothing.
- Contact Eurokwai's Welfare and Safeguarding Officer (WSO) as per the reporting procedures set out in 8a of this policy.
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about an Instructor, this must like all other concerns be reported to the WSO as per the reporting procedures set out in 8b of this Policy. If they consider the concern to be serious, for example potentially child abuse they must report the incident to the [Local Authority Designated Officer \(LADO\)](#) or the Police.



## 9. Recording

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A written record of any safeguarding concern, on a Eurokwai incident reporting form, must be made. The person to whom the disclosure was made must be confined to facts and distinguish as clearly as possible what is their personal knowledge and what is that of other people. The written record should include, but is not necessarily be limited to, 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
- 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

Care should be taken to distinguish between fact, observation, allegation and opinion, no opinions should be included. It is important that the information is accurate as it may be needed by child protection agencies and may, in the future, be used as evidence in court.

Records will be kept securely and confidentially and shared only with those who need to know about the incident.

## 10. Codes of Conduct

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The codes of conduct for all those involved at Eurokwai can be found on our web site and provided in student Foundation Course booklets.

It is essential these are followed so the highest possible standards of behaviour and conduct in Judo are maintained. The principles must be adhered to at all times so that Judo can be enjoyed by all. Parents/Carers will show their and their child's understanding and commitment to the codes of conduct when signing their child's Foundation Course, Membership and Annual Membership Renewal forms.

## 11. Safer Recruiting & controlling access to children

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At Eurokwai we take all reasonable steps to ensure unsuitable people are prevented from working with or have contact with our child members, and that instructors are appropriately trained, including:

1. Having only three individuals responsible for its organisation and teaching, namely:

Gary Murray	Chief Instructor
Ben Murray	Instructor
Alison Murray	Secretary, Assistant Instructor, Welfare and Safeguarding Officer

All of whom

  - a) hold clear Enhanced DBS certificates
  - b) have appropriate Martial Arts Qualifications
  - c) hold appropriate insurance
  - d) have appropriate safeguarding training
2. Not allowing any other adults to teach or have contact with our students, who are aged between 7 and 17, during our weekly two one hour lessons at Egham Orbit Leisure Centre (37 weeks per year).
3. Ensuring the Welfare and Safeguarding Officer named above is present at every lesson, and that there are at least two instructors.

4. Restricting access by parents, carers and/or any other adults as follows:

Parents, carers and/or any other adults are only permitted into the Judo studio:

- (1) to watch with their own child prior to commencement of potentially joining Eurokwai
- (2) to watch their own child's 12th foundation course lesson and grading
- (3) to watch a demonstration lesson
- (4) if they are a member of Egham Orbit staff exercising their duties
- (5) to speak with club instructors and/or the Welfare Safeguarding Officer privately

Such admittance into the Judo studio is strictly subject to the following:

- (1) Instructors will always be present
- (2) Parents, carers and/or any other adults will never be left on their own with students
- (3) Parents, carers and/or any other adults they will not interact with any child other than their own.

Parents and carers are however welcome to observe lessons at any time through the large glass panels in the entrance doors to Judo studio which will never be obstructed.

5. All instructors at Eurokwai will be well informed, trained, and supported to ensure that they effectively safeguard children and know how to respond to any concerns. Eurokwai's WSO will monitor and ensure that Instructors have ongoing Safeguarding training and access to appropriate resources.

6. In the highly unlikely event Eurokwai requires the services of another Instructor in the future Safer Recruiting best practice would be followed by ensuring comprehensive vetting is carried out including as a minimum:

- (1) Obtaining 3 references
- (2) Completion of an Enhanced DBS check, the result of which must be a clear certificate to confirm the person's suitability to work with children
- (4) Ensuring they are suitably graded/qualified
- (4) Ensuring they undertake appropriate Safeguarding/Child Protection training
- (6) Ensuring they are aware of Eurokwai's safeguarding policy and codes of conduct via an induction session
- (7) Ensuring they hold appropriate insurance
- (8) Allowing them to initially commence only for a trial period under supervision

## **12. Whistleblowing**

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It is important that everyone within Eurokwai 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 whistle-blowing helpline (0800 0280 285) to support anyone who has concerns about how child protection issues are being handled in their own or another organization, via Surrey Children's Services Safeguarding contacts listed in Section 12.

## **13. Young and/or Disabled Students**

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Eurokwai acknowledges that some students may require assistance with personal care due to being very young or disabled. If a student needs this level of support this can only be carried out by a parent/carer, not by any of the Eurokwai instructors, as this compromises their role as trainer and places them and the child in a vulnerable position. Therefore support arrangements must be agreed by all parties and be in place prior to the student being accepted and commencing Judo lessons at Eurokwai.

## **14. Photography and Filming**

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Eurokwai Judo strictly prohibits the photographing or filming of any of its members, by instructors, parents/carers, or fellow members. In addition Egham Orbit Leisure Centre has a no photography policy which Eurokwai adheres to.

## **15. Social Media and Email**

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Eurokwai does not, and never will, utilise any social media platforms and will never contact a child member via social media, electronic messaging or email. Parents/carers may be contacted via email for a specific purpose but will never be contacted via Social Media.

Any parents/carers or members choosing as individuals to use social media should do so responsibly, especially when talking about Eurokwai Judo, and by behaving in the same way online as they would in person.

## **16. Off site events and trips**

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As stated previously in section 5a of this policy Eurokwai will never under any circumstances arrange or embark on any off site judo or social events or away trips of any description with members.

## **17. Security of Information – Data Protection/GDPR**

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Eurokwai operates strict security and confidentiality of information in compliance with Data Protection and GDPR and has a [Privacy Notice on its web site](#). Furthermore Eurokwai adheres to Cyber Essentials which are Government endorsed standards and part of the UK National Cyber Security Programme to protect information against cyber attacks.

## **18. Safeguarding Contacts for members/parents**

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### **EUROKWAI WELFARE AND SAFEGUARDING OFFICER**

Alison Murray  
01344 842162  
[eurokwai@virginmedia.com](mailto:eurokwai@virginmedia.com)

### **SURREY CHILDREN'S SERVICES SAFEGUARDING CONTACTS**

#### **Multi-Agency Safeguarding Hub (MASH)**

The Multi-Agency Safeguarding Hub (MASH) responds to initial enquiries about children, young people and adults. Services within the MASH include: Children's Services, Adult's Social Care, Education, Health and Police. If you are concerned about the safety of a child, young person or an adult you can contact our MASH between **9am to 5pm, Monday to Friday** by calling **0300 470 9100** or for out of hours call **01483 517898** to speak to the emergency duty team.

#### **Local Authority Designated Officer (LADO)**

Monday to Friday from 9am to 5pm : The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children please contact the LADO on [0300 123 1650](tel:03001231650) or [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

#### **Surrey Safeguarding Children Board (SSCB)**

Monday to Friday from 9am to 5pm : The Surrey Safeguarding Children Board co-ordinates how children are safeguarded and protected from harm. The SSCB is based in Leatherhead.

- SSCB Support Team: 01372 833330
- SSCB Chair: 01372 833378

#### **Surrey Children's Services North West Area – Runnymede 0300 123 1630**

If you have already been in touch with children's social care services and would like to contact your allocated social worker or family support worker directly use contact number above.

#### **NSPCC**

If you're worried about a child's safety or welfare or if you need help or advice, ring the NSPCC Helpline; a confidential and free service open 24 hours a day, seven days a week. [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Text: 88858 phone: [0800 800 5000](tel:08008005000)

*Policy Last Reviewed : April 2019  
Next Review due : March 2022*