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Dealing with disclosures and concerns about a child or young person

Pride Kickboxing meets its child protection responsibilities by ensuring all staff can:

- identify and recognise children and young people suffering from or at risk of abuse or neglect
- meet the communication needs of under 18s
- respect the boundaries and limits of confidentiality and know how and when to share information

Allegations of Abuse or Inappropriate Behaviour Involving club members

Allegations involving any club member should be reported to the Instructor or chief instructor instantly. All information will be collected and the relevant procedures will be followed.

The instructor will contact the Local Authority Designated Officer (LADO) and follow the advice and suggested actions they provide.

Whilst a complaint is being investigated the club member will be suspended, and if the complaint is upheld the club member will be dismissed and any relevant authorities informed immediately.

Definition of abuse

Abuse is the physical, sexual or emotional mistreatment, or neglect of a young person or a vulnerable adult, which either deliberately or unknowingly causes harm, threatens the life or violates the rights of a person.

There are four main types of abuse that everybody should be aware of:



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1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect

Sometimes there can be a mixture of two or more forms of abuse at any time. It is important that each person familiarises themselves with signs of abuse to help combat it. Abuse can take place in any setting either through face-to-face verbal or physical contact, or via the telephone or online.

If you suspect abuse you should firstly discuss this with your instructor and your reasons for your suspicions. All suspicions will be taken seriously and you will be supported. Your instructor will discuss your suspicions with the LADO and take appropriate steps.

Guidance on handling a disclosure from a child

What should you do if a student comes to you and tells you that they are being abused, or an under 18 expresses concern about another? It's normal to feel overwhelmed and confused in this situation. Child abuse is a difficult subject that can be hard to accept and even harder to talk about. Children who are abused are often threatened by the perpetrators to keep the abuse a secret. Thus, telling an adult takes a great amount of courage. Children have to grapple with a lot of issues, including the fear that no one will believe them. So, care must be taken to remain calm and to show support to the child throughout the disclosure phase. The following guidelines will help lessen the risk of causing more trauma to the child and/or compromising a criminal investigation during the disclosure phase.

Receive:

"Listen to what is being said without displaying shock or disbelief."

Reassure:

"Reassure the child, but only so far as is honest and reliable."

React:

"Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions."

Record:

"Make some very brief notes at the time and write them up in detail as soon as possible."



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To summarize:

- Treat all under-18s with the same respect as all other students.
- Ensure that whenever possible there is more than one adult present if you in an area with under-18s.
- Challenge all unacceptable behaviour and report all allegations or suspicions to the Welfare Officer immediately.
- If you are offered information listen carefully and without judgement, but please exercise caution when discussing sensitive issues.
- If you need to share the information please explain to the student that is what you intend to do.
- Do not promise to keep any of the information a secret.
- Do not promise that you can solve the problem - if the problem persists, you will be seen to have broken the child's trust.
- Reassure the child or vulnerable adult that they have done the right thing in disclosing the information and tell them you believe them.
- Make time for the student to talk to you, do not rush them and do not ask them leading questions, it is not our place to investigate.

Reporting and Monitoring Procedures

All members should be aware that they have a responsibility to safeguard. If a concern is raised by either an adult, a student themselves or a concerned student, they should not keep the information to themselves. They should inform the instructor immediately to ensure as much information is recorded as possible. Vital information could be missed if this is not done.

- Safeguarding issues will take priority over any other work a person has.
- All concerns will be recorded by the instructor or chief instructor and kept in accordance to the Data Protection Act.
- The instructor will consult the relevant authorities if they need any advice or support.

In the event that the instructor is not available any concerns should be raised with the chief instructor.



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Keeping records

If a disclosure is reported by or from a young person or adult (e.g. concern about a physical injury or neglect at home) or there are concerns about the behaviour of club member (e.g. if they hurt a child, breach the code of conduct or do something considered to be poor practice) it is vitally important to record all relevant details, regardless of whether or not the concerns are shared with either the police or another authority. An accurate record should be kept of:

- date and time of incident/disclosure
- parties who were involved, including any witnesses to an event
- what was said or done and by whom
- any action taken by the organisation to look into the matter
- any further action taken
- where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency
- any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such
- Name of person reporting on the concern, name and designation of the person to whom the concern was reported, date and time and their contact details.
- Records will be kept in a password protected google drive accessible by the instructor and chief instructor only.

Records of this nature will not be held for longer than 6 years after the subject's last contact with the club. Exceptions to the 6 year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law.
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.
- Consist of a sample of records maintained for the purposes of research.
- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of his/her personal history (e.g. where the child might seek access to the file at a later date and the information would not be available elsewhere).

When records are being kept for more than the 6-year period, files will be clearly marked and the reasons for the extension period clearly identified.



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Contact Details

Designated Safeguarding Office (DSO);

Worthing

Chief Instructor Robbie Hoskins

Instructor Robbie Hoskins

robbiehoskins@gmail.com

[07500776056](tel:07500776056)

Littlehampton

Instructor Robbie Hoskins

robbiehoskins@gmail.com

[07500776056](tel:07500776056)

Governing Body:

British Martial Arts and Boxing Association

MONITORING AND REVIEW

Pride Kickboxing are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on. 02/12/2022

Signed: Robbie Hoskins