

TAA Safeguarding and Protection of Children and Vulnerable Adults Policy

VERSION CONTROL

Version No.	Date	Reason for Revision	Written by	Checked by	Approved by
Draft 01	28/12/22	Draft arrangements accounting for comment by board members	Lombe Mwansa	Adrian Punt	Mark Allcock
Issue 01	18/02/23	Issue 01 draft changes accepted following agreement at the TAA 2023 AGM	Lombe Mwansa	Adrian Punt	Mark Allcock

1 Introduction

- 1.1 This document is the policy statement of the 'Traditional Aikido Alliance' (TAA) requirements on the TAA Board and member clubs in terms of safeguarding and protection of children and vulnerable adults.
- 1.2 In this document, safeguarding relates to the umbrella of actives, policies and procedures in place that aim to ensure that every junior, or other vulnerable member, of a club has a safe and positive experience. Child protection relates to reactive reporting / responding measures where concern over the wellbeing of a junior member arises, such that there is a risk of, or suffering, of abuse.
- 1.3 A junior is defined as any person training in any activity organised under a club who is less than 18 years of age. A vulnerable adult is defined as a person who is aged 18 years or older who may be receiving care or under supervision (including the supervision of the probation services), or have age-related needs, disabilities or prescribed physical or mental health, or require assistance in the conduct of his or her own affairs. Where this is the case, the requirements of this policy apply to all TAA member clubs (probationary and full members).
- 1.4 This policy does not apply to parents, guardians etc who wish to teach children or vulnerable adults under their care in a private setting such as a home environment.
- 1.5 Where a junior or vulnerable adult is attending a seminar or participating in another club activities, it is the responsibility of their dojo cho, or other appointed responsible adult, to ensure that their wellbeing is ensured.
- 1.6 The TAA commitment is that we will apply and enforce all requirements of the British Aikido Board (BAB) and those of Traditional Aikido Europe (TAE). A key aspect of this is child and vulnerable adult protection. Any individual barred from the BAB (or TAE) on child protection or other grounds will be barred from TAA. Where an individual is barred, they will not be eligible to receive BAB insurance. Equally, they should not be allowed to train in any TAA club or at any TAA / TAA club organised activity. Failure, at a club level, to comply with this requirement, can lead to club expulsion from TAA membership (or other disciplinary action).
- 1.7 Where a club is expelled from TAA, no membership or insurance rebates will be given. Equally all insurances provided (individual and venue registration) will be null and void at the point of expulsion. Clubs and individuals can however revalidate insurances through other membership routes to the BAB.

TAA Safeguarding and Protection of Children and Vulnerable Adults Policy

2 BAB Safeguarding and Child and Vulnerable Adult Protection Requirements

- 2.1 The BAB is firmly committed to creating and maintaining a safe and positive environment for all young and vulnerable aikidoka.
- 2.2 The BAB accepts its responsibility to safeguard the welfare of all young people and vulnerable adults and to protect them from poor practice, abuse and bullying.
- 2.3 With this in mind, the BAB has developed the following:
 - Safeguarding and Child Protecting Policy and related Procedures and Guidelines ([Ctrl + click to download here](#)).
 - BAB Safeguarding Policy & Guidance as it applies to Vulnerable Adults ([Ctrl + click to download here](#)).
- 2.4 Adoption and implementation of the BAB Safeguarding and Child Protecting Policy and how it applies to vulnerable adults is mandatory for all BAB member associations and their clubs. That is, it is mandatory for TAA and our member clubs that have, or wish to have, junior members or vulnerable adults train with them.
- 2.5 Existing TAA member clubs have 12-months from the date of issue of this policy to have arrangements, as stipulated here, in place. New member clubs joining TAA equally have 12-months from the date of acceptance as a TAA member to have arrangements as stipulated here, in place. After 12-months, if arrangements are not in place, TAA will not issue insurances for junior members or vulnerable adults.

3 TAA Safeguarding and Protection of Children and Vulnerable Adults

- 3.1 To help clubs implement the TAA Safeguarding and Protection of Children and Vulnerable Adults Policy and address any issues arising from our requirement for clubs to safeguard the wellbeing of younger people and vulnerable adults in their dojos, TAA has appointed an association Child Protection Officer (CPO). The TAA CPO can be contacted via cpo@traditionalaikido.uk or via their details found on the TAA website (<https://traditionalaikido.uk/>).
- 3.2 All clubs with junior members or vulnerable adults should have an appointed Club Welfare Officer (CWO). For clubs without junior members or vulnerable adults, having a CWO is considered good practice, but it not a mandatory requirement.
- 3.3 If you require any additional information on safeguarding, please contact your CWO, the TAA CPO or the BAB Lead Safeguarding Officer, LSO (cslo@bab.org.uk). Further resources can also be found on the 'Child Protection in Sport Unit' webpage (<https://thecpsu.org.uk/>).
- 3.4 If you have any child protection concerns you can call 101, go to the NSPCC web site (<https://www.nspcc.org.uk/>), raise with the TAA CPO or BAB LSO, or contact the police.
- 3.5 TAA as a BAB member association has a number of juniors in our member clubs and as such:
 - TAA are bound by and agree to adopt and implement the policies and procedures contained in the BAB Child Safeguarding Policy and how it applies to vulnerable adults and any updates. We also extend this requirement to individual member clubs where juniors and vulnerable adults are present.
 - TAA have appointed an association CPO. Under direction of the TAA Chairperson, the TAA CPO is responsible for ensuring the implementation of this

TAA Safeguarding and Protection of Children and Vulnerable Adults Policy

policy and its procedures within TAA and its member clubs. The BAB LSO will liaise with the TAA CPO.

- TAA will advise the BAB LSO of the name of the TAA CPO and club CWOs and keep these details up to date on the BAB web site.
- TAA will report all allegations and/or cases of poor practice and/or abuse to the BAB's LSO.
- TAA will ensure that criminal record checks and Barred List checks on relevant persons in TAA who are involved with juniors and vulnerable adults in club activities are undertaken using the BAB's Disclosure and Barring Service (DBS). These should be Enhanced DBS checks and should be arranged via the TAA CPO. Checks are considered valid for 3-years from the date of issue.
- TAA will disclose to the BAB if any person is removed from a club because a child or vulnerable adult has been harmed – or they are concerned that a child or vulnerable adult may be harmed.
- TAA will ensure only BAB qualified, insured coaches are used to lead Aikido sessions and that training venues are also insured for the purpose intended.
- TAA will ensure that all training content is appropriately modified for use within junior sessions (see the BAB Coaching Handbook for additional information - [Ctrl + click to download here](#)). It is strongly recommended, that the use of 'against the joint' locks and/or pain compliance techniques, are excluded in junior training sessions.
- Ensure that Codes of Conduct are in place in all clubs.
- Ensure the BAB Equality Policy is adhered to, and all discrimination is challenged and dealt with appropriately.

3.6 In addition, TAA will publicise the BAB Safeguarding Policy and how it relates to vulnerable adults and:

- Ensure all junior individuals or vulnerable adults within members clubs and their parents/carers have access to these policies and know how to disclose or gain advice on safeguarding matters.
- Ensure all adults working in member clubs are aware of their responsibilities to safeguard the children and vulnerable adults they have contact with when training in Aikido.
- Provide training opportunities as required for those who have direct contact with children, vulnerable adults or other specific/designated safeguarding responsibilities.
- Ensure that all adults in TAA clubs with direct responsibility for, or significant contact with, children or vulnerable adults in Aikido comply with safe recruitment requirements – including criminal records checks where eligible.
- Ensure all coaches are regularly informed of the safeguarding and protection requirements and procedures, and when poor practice is observed ensure, it is dealt with in an appropriate manner.
- Ensure that the “employment” of any person to be in a role with children or vulnerable adults, whether paid or voluntary, is subject to recruitment controls as described in this document.
- Ensure that children and vulnerable adults have the opportunity to raise concerns in a safe and proper manner in the knowledge that their concerns will be heard and acted upon appropriately and in an acceptable time-scale.

TAA Safeguarding and Protection of Children and Vulnerable Adults Policy

- Ensure that all matters involving children and vulnerable adults be kept confidential on a need-to-know basis, while ensuring no child or vulnerable adult is left at risk of harm through failure to pass on information appropriately.
- Ensure that Aikido coaches, officers and adult members accept that they have a duty of care to all children and vulnerable adults in their club, and act upon that duty appropriately in line with the section on a “Duty of Care” in this document (Section 4).

4 Duty of Care Requirements for TAA Member Clubs with under 18s and Vulnerable Adults

- 4.1 TAA has adopted the BAB Safeguarding Policy, including how it applies to vulnerable adults and any future versions of it. As such all TAA member clubs that have, or wish to have, junior members or vulnerable adults registered must formally adopt the BAB Safeguarding Policy in their Constitution, Rules, Articles of Association or other governing documents, and the following wording is suggested:

“This Club will ensure a duty of care to all its members by adopting and implementing the BAB’s current Safeguarding Policy and procedures.”

- 4.2 Each member club adopting these requirements will demonstrate their duty of care by:

- Appointing a CWO (and ideally a deputy) for each Club offering training sessions for, or including, under 18s.
- Ensuring the CWO(s) attend the required training: Sports Coach UK’s Safeguarding and Protecting Children (SPC) and the BAB’s Time to Listen course (when it is brought in).
- Promoting a safeguarding culture and having clear processes and procedures in place for dealing with allegations or concerns. These include:
 - Role Appointment Policy for instructors and those involved in running the club;
 - Coaching Code of Conduct;
 - Whistle Blowing Policy;
 - Anti-bullying Policy and procedures for dealing with bullying;
 - Photography: video and use of images Policy;
 - Transport and Events Policy (including procedures for managing children away from the Club if applicable);
 - Supervision of Children Policy;
 - Missing Children Policy;
 - Social media and e-safety Guidelines;
 - Equality Policy;
 - Codes of Conduct for parents/carers and their children;
 - Health and Safety guidelines; and,
 - Disciplinary and appeals procedures.

- 4.3 Review arrangements are discussed in the following section.

TAA Safeguarding and Protection of Children and Vulnerable Adults Policy

5 Ownership, Review and Implementation

- 5.1 Ownership of this TAA Policy ultimately lies with the TAA Chairperson, nonetheless various activities are delegated to the TAA CPO – such as review of club arrangements. Note, if the TAA CPO is also the author of club level arrangements, the TAA Chairperson will appoint an alternative person to review these.
- 5.2 This policy should be reviewed annually, both in terms of technical aspects, links and contact details. Where changes are needed these will typically be made by the TAA CPO, reviewed by the TAA Board Member responsible for BAB interfaces and approved by the TAA Chairperson.
- 5.3 The dojo cho / appointed representative of **ALL** member club should provide written confirmation (by email) stating that they have read, understood and agree to comply with the requirements here.
- 5.4 Clubs with, or wishing to, train juniors or vulnerable adults have either 12-months from first issue of this policy (existing clubs) or 12-months from being accepted as a TAA member (new clubs) to have written arrangements in place. At the end of these 12-month periods (or sooner) the dojo cho / appointed representative should provide a written declaration (by email) stating that they have all the required written arrangements in place. After this 12-month period, if no written declaration is on record, insurance tickets for junior members will not be provided.
- 5.5 False declarations will be taken very seriously and can result in a club being expelled from TAA membership (or other disciplinary action).
- 5.6 TAA reserves the right to request access to and subsequently review of a member club safeguarding and child / vulnerable adult protection arrangements. Upon TAA request the dojo cho / appointed representative has 4-weeks to provide the paperwork requested. The paperwork will be reviewed by the TAA CPO, the TAA Board Member responsible for BAB interfaces and the TAA Chairperson. The TAA Chairperson may invite others to review the documentation as they see fit. Failure to provide documentation as requested in the timeframe specified may be deemed to represent a false declaration as discussed in the point above.
- 5.7 If during review, areas of improvement are identified, the member club has 3-months to amend their arrangements and provide copies of these amendments. After this 3-month period, if no amendments have been submitted, insurance tickets for junior members will not be provided.

6 Summary of Resources Links and Email Addresses

- BAB Safeguarding and Child Protecting Policy and related Procedures and Guidelines ([Ctrl + click to download here](#)).
- BAB Safeguarding Policy & Guidance as it applies to Vulnerable Adults ([Ctrl + click to download here](#)).
- TAA CPO can be contacted via cpo@traditionalaikido.uk or via their details found on the TAA website (<https://traditionalaikido.uk/>).
- BAB Lead Safeguarding Officer, LSO can be contacted via cslo@bab.org.uk.
- 'Child Protection in Sport Unit' webpage (<https://thecpsu.org.uk/>).
- NSPCC web site (<https://www.nspcc.org.uk/>)
- BAB Coaching Handbook for additional information ([Ctrl + click to download here](#)).