

Club Safeguarding Policy

Last Updated – 23/6/2025

This document will be reviewed no less than once per year.

KEY CONTACTS

If it is not clear on what action is required and there is a real or immediate threat to the child or vulnerable adult, contact the Police on 999. Where there is confusion on what should happen next, the instructor should not delay by contacting the association and should instead contact a relevant statutory authority, such as the local authority designated officer (LADO) or the NSPCC on their 24 hour help line, the number of which will be publicly available.

NSPCC 24 hour helpline
0808 800 5000

Hertfordshire (first response team FOR ALL concerns, referral, enquiries and support) 0300
123 4043

BUCKINGHAMSHIRE LADO
01296 382070
Secure-lado@buckinghamshire.gov.uk

Buckinghamshire First Response
01296 383962
Out of hours
0800 999 7677
Secure-cyp.firstresponse@buckinghamshire.gov.uk

Key contacts for Stealth Martial Arts are as follows;

Lead Instructor and Designated Safeguarding Lead
Jason Burton jason@stealthmartialarts.com
07716 308030

Safeguarding and welfare Officer
Katy Williams
admin@stealthmartialarts.com
07716308030

In the event that you are not confident raising your concerns with us, you can also raise immediate safeguarding concerns or complaints to our association, the British Martial Arts & Boxing Association (BMABA) for a confidential and professional response. The BMABA's lead safeguarding details are available below;

National BMABA Designated Safeguarding Lead: **Kirsty Hawkins**

Telephone Number: **01798 306546 (ext. 201)**

E-Mail: safeguarding@bmaba.org.uk

Policy Statement

STEALTH MARTIAL ARTS believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. STEALTH MARTIAL ARTS will not tolerate abuse and exploitation by staff or associated personnel and remains committed to ensuring the effective prevention, reporting and response to any safeguarding concerns raised or detected.

Purpose

Safeguarding underpins every part of our club, it is at the forefront of everything we do. We will do everything in our capabilities to maintain a culture of respect, safety and confidence in protecting our students from harm whilst in our care and also the vigilance and procedures to notice signs of abuse or neglect in children and adults at risk that may be occurring elsewhere.

The purpose of this document is to set out how STEALTH MARTIAL ARTS protects, prevents and reports children and young persons and adults at risk from harm. This includes harm arising from abuse of all kinds, including sexual, physical and emotional abuse, neglect, bullying and any other forms of violence or exploitation.

This policy lays out STEALTH MARTIAL ARTS responsibilities and the reporting mechanisms, to ensure that instructors, parents, students and members of the public are confident reporting a concern and, for staff, to take appropriate action.

Safeguarding is defined as “*protecting a persons’ health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect*”. In martial arts, this will typically apply to children and young persons, and adults at risk.

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This policy is written in line with and should be read alongside the following policies, available on request via email admin@stealthmartialarts.com and displayed on our website

stealthmartialarts.com ;

BMABA Group Safeguarding Policy

Stealth Martial Arts Anti Bullying Policy

Stealth Martial Arts Equality and Inclusion Policy

Stealth Martial Arts Health and Safety Policy

Stealth Martial Arts Code of Conduct for Students

Stealth Martial Arts Complaints Policy

Stealth Martial Arts Privacy Policy

Stealth Martial Arts Photography Policy

This policy has been developed in accordance with following legislation and guidance:

- Children Act 1989 (amended 2004)
- “Working Together to Safeguard Children 2018” - July 2018 [Working Together To Safeguard Children July 2018](#)
- Information Sharing Guidance for Safeguarding Practitioners [Information Sharing Guidance](#) – DfE July 2018
- What to do if you’re worried a child is being abused - March 2015 [What to do if you are worried a child is being abused](#)

Scope Of This Policy

This policy shall be effective and mandatory for all [staff, instructors, volunteers, visiting instructors and relevant organisations working closely with our club]. This policy shall also be effective for all visitors and parents of STEALTH MARTIAL ARTS.

Types of Abuse

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 another child or children.

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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 persistent 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 capacity, as well as overprotection and limitation of exploration and learning, or preventing the child 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.

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 as a result of maternal substance misuse. 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

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- 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.

Child Sexual Exploitation: This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim

may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child Criminal Exploitation: As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as "the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist."

County Lines: As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

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Prevention

In order to provide vulnerable groups with the best possible experience and opportunities within Martial Arts, JB Kung Fu/Stealth Martial Arts operates in line with the BMABA national safeguarding policy. This includes ensuring best practice is met at all times in relation to safeguarding and risk management. A core part of our prevention strategy is to ensure that the following is met in terms of minimum best practice guidance at all times;

- Instructors are expected to comply with BMABA association national frameworks and regulatory guidelines in respect of minimum standards, best practice and compulsory safeguarding obligations. All staff, volunteers, visitors, governors and contractors understand safeguarding children is everyone's responsibility. Any person who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to **Jason Burton** or, in their absence, to **Katy Williams**. In the absence of either of the above, concerns will be brought to the attention of the most senior member of staff on site. **If a child or young person is at immediate risk of harm then 999 must be dialled without hesitation.**

Staff must maintain a good working knowledge of the Buckinghamshire and Hertfordshire Continuums of Need [The Continuum of-Need - Buckinghamshire Safeguarding Children Partnership \(buckssafeguarding.org.uk\)](#) [Continuum of need for children and young people 2023 \(hertfordshire.gov.uk\)](#) and any updates and how it should be used to inform decision making regarding a referral to First Response.

SAFER RECRUITMENT

We take our responsibilities extremely seriously to ensure everyone who is in a position of trust within our club is wholly suitable to take on the role and that we have done everything we can to vet, train and support all staff and volunteers to safeguard our students and to pose no risk to their safety.

- Instructors must always hold the minimum grade required to competently and technically deliver the class in question, with additional qualifications as necessary for specialist styles or roles.
- We require two references upon confirmation of your role within our club from previous employment or voluntary posts within a childcare or coaching capacity.
- Staff and volunteers must hold relevant qualifications for the post they will be fulfilling, a valid first aid qualification and both an enhanced DBS check within 3 years from date of issue

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and subscribed to the DBS update service, and an in-date safeguarding qualification relevant to the group(s) being taught. All staff and volunteers must undertake and pass BMABA Safeguarding training (regardless of certification elsewhere) and this must be renewed every two years. We conduct regular safeguarding refreshers and discussions at our monthly staff meetings where staff and volunteers are also reminded of the safeguarding process and our code of conduct. The Lead Instructor also holds BMABA Lead Safeguarding training and is in charge of all safeguarding update training.

Staff Code of Conduct

We expect all staff and volunteers to:

- Treat all young persons aged under 18 years of age, and all vulnerable adults, with respect, dignity and courtesy.
- Treat all children and / or vulnerable adults equally.
- Always put the welfare of children and / or vulnerable adults first.
- Always work in an open environment avoiding any isolation, unobserved situation, encouraging an open and transparent club community.
- Keep physical contact to an absolute minimum.
- Never be alone with a child and / or vulnerable adult.
- Where physical contact is essential as part of the safe and structured learning process of the art, discipline or sport being practiced, the instructor and/or teaching person must only do so with the consent of the child and/or vulnerable adult, 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 is always two fully vetted and suitable adults present at all times.
- The involvement of parents / guardians is encouraged wherever possible, provided safeguarding of children and / or vulnerable adults remains the top priority and that any adult may not be given the opportunity to cause harm, distress or abuse to any children and / or vulnerable adults present.
- Not take photographs, videos or create any other forms of media featuring any children and / or vulnerable adults without written consent from the carer, guardian or parents in advance.
- Not have on their persons any personal devices that can capture images or track locations including smart phones and smart watches. Personal calls can only be made at break times away from the training area. Staff and volunteers may pass on the phone number for the Stealth Martial Arts business phone to spouse or dependants for use in emergency only.
- Ensure that if the club embarks on any extra-curricular activities, safeguarding of children and / or vulnerable adults shall remain a top priority and furthermore, if classes are mixed in gender, both a vetted male and female member of the club must be present when out of the dojo.
- Remain an excellent role model both in and out of the dojo. This includes not smoking, drinking alcohol or using any foul language in front of any children and / or vulnerable adults.

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- Ensure that any contact via social media or other digital formats with students are recorded and minimised. No instructor and/or club official should have any communication with children via any forms of social media, text message or phone call. Contact is via parents/carers only.
- Recognise the development needs and capacity of the children and / or vulnerable adults in the class and not risk sacrificing welfare or safety for the club or instructor's personal gain.
- In relation to the above this also means avoiding excessive training and / or competitions and not pushing the student if they are not fully confident.
- 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, ensuring medical conditions and pre-existing injuries and allergies are recorded.
- Keep thorough records of any injuries or near misses that have occurred, along with details of any treatment given and further communication had with parents / guardians and/or children and / or vulnerable adults.
- Follow association guidelines and other association policy relating to good practice or best practice

JB Kung Fu/Stealth Martial Arts remains committed to ensuring prevention via professional, competent club governance at all times.

Training

All Staff and Volunteers at Stealth Martial Arts undertake Safeguarding in Martial Arts Certification from the BMABA, on successful completion and on achievement of a pass grade in the final examination this qualification is valid for 2 years. The lead instructor undertakes Lead Safeguarding training from the BMABA every 2 years.

We provide in house refresher training at least 6 monthly, Safeguarding is discussed regularly at our monthly team meetings to ensure it is always at the forefront of every session we deliver.

Visitors

Visitors to our club are strictly limited to those who hold a specific and valid purpose as deemed by the lead instructor.

Visitors to our club/sessions will be clearly identified with a visitor pass, met and escorted by Stealth Martial Arts staff, Signed in and out on our daily attendance sheet, directed to any leaflets or posters informing them on how to report a concern

Visitors will only be given restricted access to areas relevant to their visit. Visitors will never be left unattended with any student/group of students unless they have been vetted by ourselves and references obtained under our safer recruitment commitments.

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Visitors will be reminded they are not to use personal devices on site and will be presented with a copy of this policy with attention drawn to our staff code of conduct.

Raising Concerns Or Making A Disclosure

Stealth Martial Arts will always ensure that in any case where a child or vulnerable adult might directly confide to any form of abuse, that the club **must** take **immediate** steps to safeguard that person effectively. Where concerns are raised by a third party, or by suspicions

held by the instructor or club, the below checklist shall be maintained wherever possible but in all instances, the club will escalate and report in full on all occasions.

If a child or vulnerable adults indicates that they are being abused, the instructor to whom the disclosure is made will;

- **stay calm** so as not to frighten the child or vulnerable adult.
- **reassure** the child or vulnerable adult that they are not to blame and that it was right to inform.
- **listen** to the child or vulnerable adult, showing that they are being taken 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 / vulnerable adult abuse cases have been dismissed where it is felt that the child or vulnerable adult has been led or words and ideas have been suggested during questioning. Accordingly, the instructor must only ask questions to clarify details – not to question further.
- **inform** the child or vulnerable adult that the instructor will have to inform other people about what they have disclosed. The instructor must ensure the child or vulnerable adult understands this is in confidence, on a needs-must basis and is to help stop the abuse continuing.
- **safety of the child or vulnerable adult** is paramount. If the child or vulnerable adult needs urgent medical attention, the instructor will call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection / safeguarding issue.
- **record** all information
- **report** the incident to the club/welfare officer and, where appropriate to the association without delay
- **Document** reasons for decision to refer, including severity, the wishes of the child themselves and if police involvement – reason to believe why child would have been at risk of further harm if a police referral was not made.

Confidentiality

We recognise that all matters relating to child protection are confidential.

The Designated Safeguarding Lead must only disclose personal information about a student to other members of staff on a need to know basis.

Staff must not keep duplicate or personal records of child protection concerns. All information must be reported to the Designated Safeguarding Lead and securely stored on the lead instructors device and held with our BMABA designated safeguarding Lead, separate from any other student records.

All staff are aware they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another as they have a duty to share. Staff must, however, reassure the child that information will only be shared with those people who will be able to help them and therefore need to know.

We will always undertake to share our intention to refer a student to Social Care (First Response) with their parent/carer's consent, unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with First Response on this point. We recognise that GDPR data Protection Act 2018 must not be a barrier for sharing information regarding safeguarding concerns in line with 'Working Together'.

Gov guidance link: <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Recording and Records Retention

The disclosure will be reported without delay to Herts or Bucks Safeguarding teams or the police depending on the seriousness and risk of further harm involved.

When a disclosure of abuse or an allegation against a member of staff or volunteer has been made, no matter how low level, our club must have a record of this. These records are maintained in a way that is confidential and secure, in accordance with our **privacy policy**.

Records always include:

- a clear and comprehensive summary of the concern
- a clear, detailed and robust chronology must be maintained
- details of how the concern was followed up and resolved • a note of any action taken, decisions reached and the outcome.

The record of the concern and any subsequent actions thereafter will be kept for a minimum of 6 years. This record will not be shared with any other member of staff or volunteer.

If the allegation is made against a member of staff, a full and confidential summary of the allegation will be kept on their file and held securely by us until normal retirement age, or 10 years after the allegation if longer. This record will include a clear and final outcome, including when cases have been investigated and found to be without substance. All records are stored in alignment with our privacy/data protection policy.

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E-Safety

Currently we do not allow the use of mobile devices for recreational purposes at all in our sessions or at break times. We do occasionally ask the students to use their devices as part of our getting help and safety apps/planning safe routes parts of our sessions. Therefore it is essential we ensure the safety and wellbeing of children and young people when using the internet, social media or mobile devices.

As Instructors, staff and volunteers, we ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices. All personal devices are handed in and kept in a lockable storage box for the duration of our sessions, unless a device is needed for a specific activity that is supervised.

The following applies to all staff, volunteers, children and young people and anyone involved in Stealth Martial Art's activities.

We believe that:

- children and young people should never experience abuse of any kind and this includes online
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Stealth Martial Art's network and devices
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety

We will seek to keep children and young people safe by:

- appointing an online safety coordinator, Lead Instructor Jason Burton
- providing clear and specific directions to staff and volunteers on how to behave online at our sessions
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others

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- supporting and encouraging parents and carers to do what they can to keep their children safe online by sharing advice and signposting
- using our robust safeguarding procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety on induction and at least annually after wards.
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Whistleblowing

At Stealth Martial Arts we are committed to maintaining a culture of safety and transparency within our club. Therefore we need all our members, their parents/carers and staff/volunteers to feel they are able to report any concern to us. We have the following Whistleblowing policy in place as part of this commitment.

This policy should be read in conjunction with our Safeguarding Policy.

Whistleblowing is the term used when someone passes on information concerning wrongdoing. In this guidance, in line with government guidance, we call that “making a disclosure” or “blowing the whistle”. The following explanation is from Gov.uk

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The wrongdoing will typically (although not necessarily) be something they have witnessed at work. To be covered by whistleblowing law, a worker who makes a disclosure must reasonably believe two things. The first is that they are acting in the public interest. This means in particular that personal grievances and complaints are not usually covered by whistleblowing law. The second thing that a worker must reasonably believe is that the disclosure tends to show past, present or likely future wrongdoing falling into one or more of the following categories:

- criminal offences (this may include, for example, types of financial impropriety such as fraud)
- failure to comply with an obligation set out in law
- miscarriages of justice
- endangering of someone's health and safety
- damage to the environment
- covering up wrongdoing in the above categories

Whistleblowing law is located in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). It provides the right for a worker to take a case to an employment tribunal if they have been victimised at work or they have lost their job because they have 'blown the whistle'

We have the following process in place

- You can contact either Jason Burton, jason@stealthmartialarts.com or Katy Williams, katy@stealthmartialarts.com to report your concerns, your concern will remain anonymous after this point of contact. If you wish to remain completely anonymous to both of these contacts you can contact our governing body, The BMABA, customerservices@bmaba.org who have their own policy available on request or from their website www.bmaba.org
- We will treat all disclosures made seriously and consistently
- We will provide support and reassurance to the Whistleblower during what can be a difficult or anxious time
- We will reassure the whistleblower that their disclosure will not affect their position at our club
- We will document whether the whistleblower has requested confidentiality and respect their wishes at all times.
- We will manage the expectations of the whistleblower in terms of what action and/or feedback they can expect as well clear timescales for providing updates
- We will produce a summary of the meeting for record keeping purposes and provide a copy to the whistleblower
- We will allow the whistleblower to bring an appropriate companion at any meeting about the disclosure, if they wish to do so
- Provide support services after a disclosure has been made either in house or signpost to relevant organisations. We will keep in touch with updates on actions taken to the whistleblower if appropriate as well as our governing body, The BMABA.

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All investigations will be treated and handled in line with our safeguarding policy, health and safety policy and staff/volunteer and members codes of conduct. If anyone is in immediate danger the emergency services/police should be called immediately before any procedures in this policy commence.

Whistleblowing procedures and processes are conveyed regularly to all staff/volunteers at monthly meetings and inductions.

All disclosures, concerns and investigations are documented and stored in accordance with the safeguarding policy, privacy policy and Data Protection regulations set by the ICO. These are used for policy and practices reviews throughout the year, anonymised reports are shared with our governing body The BMABA.