

# Washi Do Karate Club

## CODE OF CONDUCT

and

## POLICY FOR THE SAFEGUARDING OF YOUNG PEOPLE 2018

This document is Washi Do Karate Club's Code of Conduct and Policy for the Safeguarding of Young People in our Club.

Child Protection or Safeguarding can be best described as;-

*Employing all means possible to reduce to a minimum the risk of harm to Children and Young People.*

The Policy as set out is designed, not just for the protection of Children and the prevention of abuse but to encompass the wider responsibility for the Health, Safety and general Wellbeing of Children involved in sport. It is about putting proactive measures in place prior to any contact with Children involved in Sport to ensure that they are going to be kept Safe and include:

- The proper checking of all Instructors and volunteers when they are appointed.
- Guidelines for persons coming into contact with Children as part of their role within the Club to ensure they are aware of what they need to know/do to keep Children safe.
- Guidelines for the planning of an Event or activity involving Children and putting measures in place to minimise the risk of safeguarding issues occurring.

### **Policy Statement**

Washi Do Karate Club is fully committed to safeguarding the wellbeing of its members. Every individual in the Organisation should at all times, show respect for members' rights, safety and welfare and conduct themselves in a way that reflects the principles of the Organisation and the guidelines contained in the Code of Ethics And Good Practice For Children's Sport.

Washi Do Karate Club considers that the welfare of Children is first and paramount and that the rights of Children are to be protected, that Children are to be treated with respect and have their views taken into consideration. Instructors in Washi Do should strive to create a positive environment for the Children in their care. They have an overall responsibility to take all steps necessary to ensure that positive and healthy experiences are provided.

The Guidelines in this document are based on the Guidelines and Legislation outlined in the Code of Ethics and Good Practice for Children's Sport (Irish Sports Council) COE reviewed in 2006

#### **Our Core Values.**

##### **Integrity in Relationships:**

Adults interacting with Children in sport should do so with integrity and respect for the child. All adult actions in sport should be guided by what is best for the Child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

##### **Fair Play:**

Children's sport should be conducted in an atmosphere of Fair Play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines Fair Play as: "much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair Play is defined as a way of thinking, not just behaving.

#### Quality, Atmosphere and Ethos:

Children's sport should be conducted in a safe, positive and encouraging atmosphere. A Child centered ethos will help to ensure that competition and specialisation are kept in their appropriate place.

#### Equality:

All Children should be treated in an equitable and fair manner regardless of age, ability, gender, religion, social and/or ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other Children.

## **Good Practice and Policy Guidance**

Washi Do Karate Club will take all reasonable steps to ensure that persons working with young people in Karate are suitable and appropriately qualified. Assessment procedures are therefore necessary and these procedures apply to all persons, paid or unpaid, with substantial access to or influence over children or young people.

All Instructors, should have as their priority the Children's safety and enjoyment of the Sport of Karate and should be familiar with and adhere to the Guidelines and Regulations set out in Washi Do Karate Club's Code of Practice and the adopted the principles of the Sport Ireland's "Code of Ethics and Good practice for Children's Sport".

All Instructors, agrees to make himself/herself familiar with and abide by the "Code of Ethics and Good Practice for Children in Sport" (S.I.) and the policies of Washi Do Karate Club's Code of Conduct and Policy for The Safeguarding Of Young People.

All adults taking responsibility for Children in Sport should understand the following:

- The responsibilities of the role.
- The level of experience/qualifications required.
- Washi Do Karate Club's commitment to the S.I. "Code of Ethics and Good Practice for Children in Sport in Ireland".

Washi Do Karate Club appointments are subject to the approval and ratification by the Executive Committee.

### **Anti-Bullying Policy**

Washi Do Karate Club acknowledges the right of all its Members, Children/Young People, Instructors, Volunteers, Selectors and Team Managers to enjoy participating in the Sport of Karate in a secure environment.

Washi Do Karate Club recognises that bullying behaviour is becoming increasingly prevalent in society in general, the workplace, in the home, in schools, in sports clubs and in sports organisations and associations.

Bullying by any member of Washi Do Karate Club will not be accepted or condoned and all concerns/complaints about bullying will be treated SERIOUSLY and will be dealt with as laid down in the Organisation's Disciplinary Procedure.

### **Transport Policy**

Washi Do Karate Club recognises the extra responsibilities taken on by Instructors and Authorised Volunteers when they travel with Children/Young People to Events. They should:-

- Ensure that there is adequate insurance cover on their vehicle, follow the rules of the road, including the legal requirement of the use of seat belts and booster seats if required.
- Not carry more than the permitted number of passengers.

- Avoid being alone with one student and put the child passenger in the back seat.
- Have central collection and drop off points/locations.
- Have parental consent to transport a student on a regular basis with pick-up and drop off at agreed times.
- Ensure that parents check with the Child/Young Person to ensure that they are happy with the transport arrangements.

## **Supervision Policy**

Washi Do Karate Club recognises the extra responsibilities taken on by Instructors and Authorised Volunteers when they work with Children/Young People. They should:-

- Make sure that there is adequate Adult to Child ratio. This will depend on the age of the students and any special needs of the group assembled. As guide a ratio of 1:8 Plus 1 for under 12 years of age and 1:10 Plus 1 for students over 12 years of age. (No Instructor/Instructors or Authorised Volunteer should be on their own with a group of Children or Young Persons)
- Where there are groups of mixed gender there should be Instructors/volunteers of both genders.
- Avoid being alone with one student, if it is necessary to talk to an individual student, do so in an open environment, in view of others.
- If using changing rooms, ask parents to take responsibility for their own Child ONLY. Leaders entering changing rooms should only do so to help the very young or disabled children and should only do so in pairs of appropriate gender and in all instances parents should be asked to assist in changing rooms.
- Clearly state the start time and finish time of all training sessions or grading events. Instructors should not be left alone with Children/Young People at the end of sessions. If there are late collections Instructors should remain in pairs until Students have left.
- Keep attendance records and a record of any incidents/injuries that arise (see Health and Safety Statement).
- When Young Students are training with adult groups, it is advisable to agreement/consent from a Parent/Guardian.

## **Travel Away Policy**

Washi Do Karate Club recognises the extra responsibilities taken on by Instructors and Authorised Volunteers when they travel away with Children/Young People. On away trips:-

- Separate Permission Forms should be signed by Parents and Students, containing Emergency contact numbers.
- A meeting be held with parents and students to communicate travel times, travel rules, other activities, gear/kit requirements, medical requirements, special dietary needs and other necessary details.
- Parents should be encouraged to accompany their children on trips so as they can supervise and attend to the needs of their own Child/Young Person.
- Adults should not share rooms with Children and should knock before entering Children's rooms.
- Children should share rooms with other children of the same age and gender.
- All group socialisation should take place in communal areas, (i.e. no boys in girl's rooms and visa-versa)
- There must be at least one adult of each gender with a mixed party there should be a good adult to child ratio 1:5 with a minimum of two adults.
- "Instructors" should consider how they will access medical personal should the need arise and have written parental permission to access medical assistance if required.
- Alcoholic drink, smoking or other illegal substance are forbidden to students.
- Lights out times should be enforced.

- Student Children/Young Persons should be under reasonable supervision at all times and should never be allowed to leave the accommodation or Sports Hall unsupervised.
- Upon returning home the appointed Group “Leader” should make a report which should include:
  - Injury(s) –Make a brief record of any injury and action taken.
  - Behavioural Problems – Make a brief record of problem/Action taken/outcome.

## **Safety Policy**

All Clubs/Associations/Federations should have a Karate Specific Safety Statement, including specific and potential risks attached to the Sport. They should also have safeguards and procedures in place against such risks.

- Ensure that competition/activities are suitable for age and stage of development of Students.
- Keep a record of any specific medical conditions of the students.
- Keep a record of and have to hand emergency contact numbers for parents/guardians.
- Ensure all necessary protective gear is used.
- Ensure that fully and appropriately stocked First Aid Kit is to hand with access to qualified First Aid personal.
- Know the contact numbers of Emergency Services.
- Ensure easy access to medical services if required – have an emergency plan.
- If an accident occurs, make a brief record of the injury and the action taken, make a brief record of the problem/action/outcome. Contact the Students parents and keep them informed of all details.
- Students and participants should know the rules of their sport bearing in mind that many of the rules are for their safety.
- Instructors should hold appropriate qualifications as required by Washi Do KARATE CLUB
- Ensure that there is adequate cover for all activities.
- Ensure parents/Guardians are present at the finishing time of events.

## **Physical Contact Policy**

Karate as a sport requires a “hands on” approach especially in a teaching or coaching situation.

Instructors should only use appropriate contact which is aimed at assisting the development of the SKILL or TECHNIQUE or MOVE or for safety reasons, e.g. to prevent or treat an injury or injuries. This should be done in an open environment with the permission and understanding of the student/participant.

In general:

- Avoid any unnecessary physical contact.
- Any necessary contact should be in response to the needs of the Child and NOT the adult.
- Do not do something that a child can do for itself.
- Never engage in inappropriate touching such as touching of the groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

## **Policy for the use of Photographic and Filming Equipment.**

Washi Do Karate Club understands that Parents/Guardians want to be able to celebrate their Child’s/Young Person's achievements when taking part in Karate events through the taking of photographs. Washi Do Karate Club want to promote its activities to increase membership and participation in the Sport of Karate. Washi Do Karate's guidelines with regard to

photography are to ensure in as far as is possible that Children and Young People are protected from the inappropriate use of their images in the media in general and on the internet in particular.

These guidelines are not designed to prevent parents from taking photographs, they are to ensure that only those who have a right to take photographs can do so. These guidelines are to be taken in conjunction with all other protection measures as set out in this document to ensure a safe and comfortable environment in which Children and Young People can participate in their sport and to minimise the risk of the inappropriate and unsolicited attention from people within or outside the sport.

Accordingly, the following rules apply:

- Group photographs where the Club or Association is identified rather than the individuals are good for publicity purposes without creating a risk to those in the photographs.
- If a student/Participant is named avoid using his/her photograph.
- If a photograph is used avoid naming the Student/Participant.
- We will ask for parental permission to use the Students image to make sure that parents are aware of the way in which the photograph is to be used to promote or represent the Sport of Karate.
- Only photographs of Students/Participants in suitable and appropriate dress for Karate are ever to be used.
- The content of the photograph/image should focus on the activity/action and not on a particular Child or Young Person.
- Any resistance from a Child or young Person to having their photograph taken should always be respected, regardless of prior consent received.

Photographers/Film/Video operators wishing to record a Competition or Event or Training Session should seek accreditation with the Event organiser/s or Instructor or Instructor in charge of the Event/Session.

Information in relation to the taking of photographs or videos will be announced over the public address system prior to the start of an event.

#### Videoing as a coaching aid

Video equipment can be used as a legitimate coaching aid, however, permission should be obtained from the Student and the Students parent/ guardian/carer.

#### Mobile Phones

Frequently mobile phones are given to Children or Young People for security. This enables parents to contact their Child and make sure they are safe. We acknowledge that such technology, however has also allowed increased personal contact with Young People which has been used to cross personal boundaries and cause harm to Children and Young People. We encourage the secure and responsible use of mobile phones by both Adults and Young People alike.

Young People should remember:

- Do not use your camera phone in locations such as dressing rooms etc., as this may cause upset, embarrassment or offence to another Child or Young Person.
- Guard your phone as best as is possible against theft.

Instructors or Appointed Adults, should remember:

- Inform parents/guardians of your intention to use group texts for the circulation of information in connection with the times dates and location of events connect with the sport.
- Do not have constant communication with an individual Child or Young Person.
- Do not use your camera phone in locations such as dressing rooms etc., as this may cause upset, embarrassment or offence to a Child or Young Person.

## **Child Welfare and Reporting Procedures**

Washi Do Karate recognise, since a large portion of its membership are Children and Young People, that they are vulnerable to the occurrence of Child Abuse. Set out below are the procedures for dealing with any welfare or abuse issues that may occur or arise. Washi Do Karate Club regard the safety and wellbeing of Children as being paramount and regards the safety and wellbeing and protection of Children and Young People as being the concern of all adults at all times irrespective of their role within the Organisation.

If grounds for concern arise about the safety or welfare of a Child or Young Person this concern should be acted on immediately. Grounds for concern include a specific indication from a Child or Young Person, a statement from a person who has witnessed abuse or an illness, injury or behaviour consistent with abuse.

It is NOT the responsibility of anyone within the organisation of Washi Do Karate Club to take responsibility or decide whether child abuse is taking place. This is the job of the local Statutory Authorities. A report made by any member in the should be passed on to the Club's **Designated Children's Officer (DCO)** who in turn should will the concern onto the Statutory Authorities in the local area. There is a responsibility however, to protect Children/ Young People by assisting the Statutory Authorities so that they can make enquirers and take any necessary action to protect the Child or Young Person.

### **Reporting Suspected or Disclosed Child Abuse – what we will do.**

In reporting Child abuse to the Statutory Authorities the following steps should be taken: -

- All relevant information should be carefully noted – dates, times locations and the context in which the incident occurred or in which suspicions were aroused.
- The matter should be reported immediately to the Organisation's Designated person or to Washi Do Karate Club's Designated person with responsibility for reporting abuse. If the Designated Person has reasonable grounds for believing that the child or young Person is at risk of abuse or has been abused, he or she will make a report to the HSE (Health Service Executive) or Social Services who have the Statutory powers and responsibility to assess and investigate suspected or actual Child or young Person abuse.
- If the DCO is in doubt as to whether reasonable grounds for concern exist, He or She can and should contact the HSE for advice. He or She will be advised whether or not the matter of concern requires a formal report.
- If it is a case of poor practice the DCO will implement internal procedures to deal with the matter.
- In an emergency case, where it appears that a Child or Young Person at immediate and serious risk and the DCO cannot contact a Duty Social Worker, An Garda Siochana should be contacted depending on the jurisdiction. Under no circumstances should a Child or Young Person be left in a dangerous situation pending the intervention of the Statutory Authorities.
- A DCO reporting actual or suspected Child Abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless in so doing it would endanger the Child or Young Person or compromise or undermine an investigation. If He or She is in doubt they should consult informally with the relevant Statutory Authorities (depending on jurisdiction) before informing the parents/guardians.

WASHI DO KARATE's DCO should be informed of: -

- Any Reports being made to Statutory Authorities.
- The Name of any Instructor, Coach, Volunteer, Selector, Team Manager or other, being asked to step aside and be given brief details of the case.
- Any case of poor practice which cannot be adequately resolved at Local Level.

When a concern is raised about an Instructor then:

- In the case of suspected or disclosed Child or Young Person Abuse the procedures set out under "Reporting Suspected or Disclosed Child Abuse" above, should be implemented.
- If the concern is about poor practice it should be reported to the Club/ Association DCO who will follow internal procedures to deal with the matter Washi Do Karate Club's Complaint Management Procedures.
- The DCO should be informed of:
- Any Reports being made to Statutory Authorities.
- The Name of any Instructor, Coach, Selector, Team Manager or other , being asked to step aside and be given brief details of the case.
- In addition, the safety of the Child or young Person making the allegation and the safety of any other Children or young People who could be at risk should be taken into account. The Club will take all necessary steps to protect the child/Young Person in its care.
- Confidentiality is important. Information is on a need to know basis and the Instructor or Appointed Adult about whom the allegation is being made should be treated with respect and fair manner.
- The DCO makes the report to the local (HSE) the Chairperson of the Club privately informs the individual concerned that allegation has been made against Him or Her and the nature of the allegation, having first received advice from the Statutory Authorities. He or she should be offered an opportunity to respond and the response noted and passed onto the Statutory Authority/s.
- The Instructor or Appointed Adult should be asked to step aside pending the outcome of the investigation.
- The DCO involved will keep those responsible for the management of the Club/ Association advised of the situation in as much detail as is necessary to protect young members.

#### Confidentiality:

Confidentiality should be maintained in respect of all matters and people involved in cases of abuse, welfare or poor practice. It is important to remember that the rights of both the Child or young Person and the rights of the person about whom the complaint or allegations have been made are protected

The following therefore should be kept in mind:

- The welfare of the Child or Young Person supersedes all other considerations and taking this into account an undertaking or guarantee of confidentiality cannot be given.
- All information should be treated in a sensitive manner and only be discussed with those who need to know.
- It is not a breach of confidentiality to give information to those who "need to know" for the protection of a Child or Young Person.
- All those involved in a Child protection process or investigation (the Child or Young Person, his or her parents/guardians, the alleged offender, his or her family, Instructors, Instructors, and Appointed Adults) should be treated with respect, fairness, confidentiality and support at all stages of the procedure.
- All information pertaining to the investigation and process should be stored in a secure place with limited access only to designated people.
- The provisions and requirements of the Data Protection Laws should be adhered to.

Breach of confidentiality is a serious offence

#### Anonymous Complaints or Allegations.

Anonymous complaints or allegations can be difficult to deal with but on no account should they be ignored. In all cases the safety and welfare of the Child or Young Person is paramount. Any such complaints or allegations relating to inappropriate behaviour should be brought to the attention of the Children's Officer. The information should be checked out and handled in a confidential manner.

#### Rumours

Rumours should not be left to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Children's Officer and checked out without delay.

## **Code of Conduct - Young People**

Washi Do Karate Club wishes to provide the best possible environment for all young people in the club. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. Young participants have rights, which must be respected and responsibilities which they must accept including the responsibility of treating an Instructor/Instructors, and other participants with fairness and respect.

Young members are entitled to:

- Be treated with dignity, sensitivity and respect.
- Be safe and to feel safe.
- To be happy have fun and enjoy sport
- To experience and be involved in competition at a level at which they feel comfortable.
- To be informed of the Organisation's guidelines.
- To have the opportunity to contribute to their Code Of Conduct and sign up to it.
- To get help against Bullies and Bullying.
- To say NO.
- To be listened to.
- To be believed.
- To protect their own bodies.
- To be informed of whom to go to with a complaint or problem and have it dealt with.
- Confidentiality
- To have the Children's Officer engage with them and explain his/her role and responsibilities.

Young members should always:

- Treat all Instructors, Club Organisers and volunteers with respect.
- Play fair at all times and strive to do their best.
- Respect club members even when things go wrong
- Abide by the rules set down by Sensei and other Instructors.
- Behave in a manner that avoids bringing the Club or the sport of Karate into disrepute.
- Talk to the Clubs Children's Officer or other designated person if they have any problems.
- Welcome newcomers.
- Say NO to bullying.

Young Members should never:

- Shout at or argue with Instructors or Volunteers.
- Use unfair or bullying tactics to gain advantage in or out of the Dojo.
- Use bullying tactics to isolate another member.

- Harm other members or their property.
- Spread rumours or pass on gossip about another member or adult.
- Make false allegations against other members or adults.
- Take banned substances.
- Keep information secret, especially if they or others have been caused harm.

## **Code of Conduct - Parents/Guardians**

Washi Do Karate Club is committed to providing a safe and fair environment for all juvenile members. Our first priority is the welfare of young members and we are committed to providing an environment, which will allow participants to perform to their best ability, free from bullying and intimidation.

Washi Do KARATE CLUB also has a duty of care for volunteers working with juveniles on behalf of the Organisation. Washi Do Karate Club believes that parents/guardians should:

- Have these Guidelines communicated to them.
- Listen to any concerns communicated to you about your child or young person.
- Be aware of these guidelines in respect of complaints and grievance procedure for both parents and children.
- Be made aware of the Club's Code of Behaviour for Instructors and Volunteers.
- That parents/volunteers be made aware of who the Children's Officer is and have an opportunity to engage with him/her.
- That specific forms must be filled out on Registration, and for special events or travel.
- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, or with organisers.
- Encourage your child to abide by the rules.
- Always behave responsibly on the side-lines.
- Take care not to expose any junior member, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for your Child.
- Respect the Instructors, Organisers, and other Club members. Do not publically question the judgement or honesty of Instructors or Organisers.
- Teach your Child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good endeavour for everyone.
- Encourage mutual respect for other club members.
- Drop off and collect your Child or Young person on time.
- Make sure that your Child or Young Person has the correct kit/equipment.

Parents should support all efforts to remove abusive and bullying behaviour in all its forms:

**Child to Child** – includes physical aggression, verbal bullying, intimidation, or isolation.

**Adult to Child** – includes the use of repeated gestures or expressions of a threatening nature, or any comment intended to degrade the Child.

**Adult to Adult** – includes verbal aggression towards other adults in order to achieve a beneficial outcome for own self or own Child.

**Child to Adult** – includes repeated gestures or expressions of a threatening or intimidating nature by an individual Child or group of Children.

## **Code of Conduct - Instructors**

Washi Do KARATE CLUB recognises the key role that Instructors play in the lives of children in our Club. All Instructors, have a responsibility and an opportunity to be an influential role model and help to build confidence in the individual. They have a responsibility to ensure that healthy and positive experiences are provided.

These Guidelines are intended to give guidance to Instructors on how they should conduct themselves in the presence of Children and how they should interact with them.

All Instructors, should have as their first priority the Child's or Young Persons safety and enjoyment of the Sport and should adhere to the Guidelines and Regulations as set out our Code of Conduct and Policy for The Safeguarding of Young.

Instructors should strive to achieve to keep Children/Young Persons SAFE and to ensure they have FUN. The Washi Do Instructor's role is to make sure that Children/Young Persons learn skills, enjoy the activity and keep safe. It involves respecting Children/Young People and considering their safety by:

- Being reliable.
- Letting them take part.
- Encouraging them.
- Making them feel safe.
- Being fair and letting them have their say.
- Being a good role model.
- Not showing favouritism.
- Never condoning bullying or abusive language.
- Be generous with praise.
- Never ridicule or shout at Students for making mistakes.
- Work and train in an open environment.
- Holding a register of those who attend each class/session.
- If any form of manual/physical support is necessary or required, ensure it is provided openly and in accordance with agreed guidelines (See advice on physical contact)
- Adhere to Washi Do Karate Club's supervision guidelines.
- Make sure that they know the rules of Karate.

All Washi Do Instructors, must ensure that:

- They have the right qualifications for the job
- That the equipment to be used is fit for purpose.
- That you know what you are doing.

- That you work to Washi Do Karate's Code of Conduct.
- That you treat Children/Young people as individuals.
- That the activity is FUN

You should not:

- Engage in rough, physical or sexual provocative games or horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow Children/Young People to use foul, sexualised or discriminatory language unchallenged.
- Make sexually suggestive comments to a Child or Young Person even in fun.
- Reduce a Child or Young Person or Persons to tears as a form of control or by criticism.
- Allow allegations by a Child or Young Person to go unchallenged, unrecorded or not acted upon.
- Over train your Students.
- Invite or allow a Child or young Person or Persons to stay at your home.

## **Duties of the Designated Children's Officer**

The Club DCO should:

- Undertake appropriate and relevant training in relation to child protection/safeguarding.
- Be familiar with and be able to carry out Washi Do KARATE CLUB's reporting procedures.
- Be in possession of and familiar with the local contact details of contacts and services in relation to child protection.
- Liaise with Washi Do Karate Club's Sensei / Committee in relation to child protection training needs.
- Promote the awareness of and implementation of Washi Do Karate Club's Code of Practice and Safeguarding Policy for young People in Sport in Ireland within the Club, Young Members and their Parents/Guardians.
- Prepare and distribute information leaflets, organise information meetings for children and their parents/guardians to inform them of the above mentioned policies.
- Be in a position to influence policy and practice within the club in order to prioritise Children's needs.
- Make sure that children know how to make concerns known to appropriate adults or agencies.
- Act as a resource advisor to "Instructors" on best practice in children's sport.
- Encourage the appropriate involvement of parents/guardians in club activities.
- Ensure each member signs an annual membership form and signs-up to the Code of Conduct.
- Have a knowledge of indicators and categories of abuse.
- Keep a record of each member on file, including Juvenile members, their contact details and any special needs or requirements of the Child that should be known to "Instructors".
- Monitor any unusual changes in membership and follow up on, absenteeism, unusual dropout.
- Report regularly to the Clubs committee.

- Ensure that young people can express concerns about their activities and experiences and that they have a voice in the running of their club.
- Inform the recognised Statutory Authorities of relevant concerns about individual children.
- Report persistent poor practice to Washi Do's DCO.
- Advise Club management on matters of confidentiality, record keeping and data protection.

Club DCO do not have the responsibility of investigating or validating Child Protection/Safeguarding matters within the Club or at NGB (WASHI DO KARATE CLUB) level and have no counselling or therapeutic role. These are the roles of the Statutory Authorities as outlined in Children First and our Duty to Care. However, it is possible that Child Protection concerns will be brought to the attention of the DCO, in this event, it is essential that the correct procedures are followed.