

SHUKOKAI KARATE ASSOCIATION

CHILD SAFE POLICY



Australian Karate Federation
South Australia



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1. Purpose of policy

In South Australia, organisations providing services to children and young people must, by law, provide child safe environments. These organisations are required to:

- have child safe environments policy / policies in place and at a minimum, review their policy / policies once every 5 years
- meet Working with Children Check obligations, and
- lodge a child safe environments compliance statement with the Department of Human Services and lodge a new statement each time policy / policies are reviewed and updated (or every 5 years, whichever occurs first).

The Child Safeguarding Policy must also be read, interpreted, and applied with reference to, and in conjunction with, the Children and Young People (Safety) Act and the Child Safety (Prohibited Persons) Act 2016.

Shukokai Karate Association (SKA) has a zero-tolerance policy to harm in relation to children and young people. The safety of children and young people will always be our priority.

This policy has been developed to ensure that all persons involved in any aspect of SKA is aware of our position and their responsibilities and obligations. This will safeguard and promote the welfare of children and young people.

All children and young people have the right to feel safe and protected from all forms of harm, neglect or abuse and participate in all aspects of karate in a safe, enjoyable environment. This policy sets out the standards expected of those involved in SKA and the behaviours that are not acceptable; 'Prohibited Conduct.'

2. Definitions

In this Policy the following words in the singular include the plural and vice versa and have the corresponding meaning:

Activity includes any participation in training, competition, grading, or any other event within Shukokai Karate Association and / or any approved event SKA participates in.

Assistant Instructor refers to any person who holds the grade of 3rd Kyu to 1st Kyu (brown belts) and assists with the instruction of other students.

Child Protection Legislation refers to all South Australian legislation with regards to child protection as amended from time to time

Bullying means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing.

Child means a child or young person who is under the age of 18 years.

Child Safe Commitment refers to Shukokai Karate Association's commitment to child

safety in karate.

Child Safe Practices refer to the child safety requirements and practices adopted and implemented to help ensure the safety of Children participating in a karate.

Chief Instructor refers to David Garner, Chief Instructor and proprietor of SKA.

Grooming refers to the process by which an adult establishes a trusting relationship with a child and those associated with the child's care and wellbeing, to create an environment in which harm can occur.

Harassment means any type of behaviour towards a person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment.

Harm means any type of harm (including physical, emotional, or psychological harm, sexual abuse, and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as the result of a publication viewable by any other person by any means.

Instructor refers to any person of or above 1st Dan who undertakes the teaching of karate within SKA. Any reference to "**any instructor**" will refer to assistant Instructor, chief Instructor and Instructor

Karate Australia is the recognised governing body for Karate in Australia

Karate SA is the South Australian branch for Karate Australia and is the recognised governing body for karate in South Australia.

LGBTQI means Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex.

Mandatory Notifiers means people specified under the Safety Act to report to the Department for Child Protection if they suspect on reasonable grounds that a child is being harmed, or may be at, risk of harm and this suspicion is formed in the course of their work (paid or unpaid). All workers in SKA (paid and unpaid) are mandatory notifiers.

Misconduct with a Child means any behaviour involving a Child that is objectively age inappropriate and/or places the Child at risk of harm.

Participant refers to any person regardless of role within SKA.

Policy means this Child Safeguarding Policy including any schedules, annexures, and appendices.

Prohibited Conduct means conduct in breach of this Policy.

Recruitment and Screening means the child safety recruitment and screening requirements adopted and implemented by Shukokai Karate Association in relation to Instructor, Assistant Instructor and other volunteers. The Chief Instructor, Instructors and Assistant Instructors are required to have completed their Bronze Certificate accreditation with the time period as defined by Karate Australia.

Relevant Organisation refers to Shukokai Karate Association.

Relevant Person refers to Instructors, Assistant Instructors, Volunteers.

Sexual Misconduct means:

- a) Sexual Harassment which is any unwanted or unwelcome sexual behaviour where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated, or intimidated; and
- b) Sexual Offences which include any criminal offence involving sexual activity or actions of indecency.

Shukokai Karate Association is the trading name under David Llewellyn Garner, ABN 5477 063 4273, and the registered name with Karate Australia and Karate South Australia. It incorporates the Shukokai Karate Tigers sessions run by SKA for 4 – 7 year olds.

Unlawful Discrimination includes:

- a) Direct Discrimination when a person or group of people is treated less favourably than another person or group, because of a personal characteristic; and
- b) Indirect Discrimination when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share, where such personal characteristic is protected by applicable anti-discrimination legislation.

Victimisation means subjecting a person, or threatening to subject a person, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.

Vilification means a public act, conduct or behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a particular characteristic they hold, as covered by applicable legislation, including their race or religion, or homosexuality, transgender or HIV/AIDS status.

Volunteer refers to any person who is not an instructor or assistant instructor but helps with events within the club. Volunteers are family / friend of students and not brought in from outside the club. They are not involved in the teaching of karate. Volunteers require a WWCC.

WWCC means a 'Working with Children Check' as per the Child Safety (Prohibited Persons) Act 2016.

3. Commitment to the safety of children and young people

3.1 SKA is committed to the safety of children and young people and adheres to the National Principles for Child Safe Organisations:

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

3. Families and communities are informed and involved in promoting child safety and wellbeing.
 4. Equity is upheld and diverse needs respected in policy and practice.
 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
 6. Processes to respond to complaints and concerns are child focused.
 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
 9. Implementation of the national child safe principles is regularly reviewed and improved.
 10. Policies and procedures document how the organisation is safe for children and young people.
- 3.2 By adhering to these National Principles, SKA will ensure its commitment to the safety of children and young people by:
- i) Ensuring all instructors are compliant with the Working with Children requirements as per South Australian law.
 - ii) All volunteers are compliant with the Working with Children requirements as per South Australian Law
 - iii) Educating all participants in SKA of this child safe policy and the safety of children and young people is of paramount importance to SKA.
- 3.3 Children and young people are valued, respected, and encouraged to participate in an environment that is safe.
- 3.4 Shukokai translates as “The Way for All” and all children and young people are welcome regardless of their abilities, sex, gender, social economic or cultural background.
- 3.5 Bullying or harassment will not be accepted in SKA and must be reported in accordance with our complaints process below.

4. Scope of policy

- 4.1 This policy applies to all people involved in SKA – instructors, volunteers, students, members, spectators and families:

5. Communication

National Principles 2 and 3 refer:

2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

3. Families and communities are informed and involved in promoting child safety and wellbeing.

- 5.1 SKA is committed to promoting a child-safe environment. We will do this by:
- i) having a dedicated, easy to access child safe area on our website,
 - ii) providing information about the Child Safeguarding Policy, Child Safe Practices and Recruitment and Screening (Instructor qualification) requirements as part of membership,
 - iii) utilising social media channels to promote our Child Safeguarding Policy and the value Karate places on Child Safety,
 - iv) displaying posters about Child Safe Practices and how to make a complaint or provide feedback at dojos.
- 5.2 All participants are made aware of this policy and they can obtain a copy upon request in printed format, email, or download from the SKA website.
- 5.3 Participants are advised of this policy on enrolment and renewal forms.
- 5.4 Participants are advised of any new versions of the policy following review / update.
- 5.5 Instructors and Assistant Instructors are provided with a copy of this policy when approved to be an Instructor or Assistant Instructor and upon review / update.

6. Participation of families, children and young people

National Principles 2 and 3 refer:

2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

3. Families and communities are informed and involved in promoting child safety and wellbeing.

- 6.1 SKA advises children, young people and their families about their rights as part of the membership process by advising they can obtain a copy of this policy and provide feedback on the policy or activities.
- 6.2 Age-appropriate language is used when communicating to children or young people. This will help to ensure they are aware of their right to safety and to be listened to.
- 6.3 Participants are asked if they have any concerns about the activity they are about

to undertake and reassured that their safety is paramount and instructions are provided to ensure that safety.

- 6.4 SKA is committed to involving children in decisions that affect them and providing them with information about their rights. We will do this by:
- a) appointing a representative within the instructor group
 - b) obtaining feedback from Children through surveys
 - c) providing child-friendly versions of the Child Safeguarding Policy and other procedures
 - d) displaying child-friendly posters about Childrens rights and how to raise a concern at dojos.

7. Code of conduct

National Principles 4 and 6 refer:

4. Equity is upheld and diverse needs respected in policy and practice.

6. Processes to respond to complaints and concerns are child focused.

- 7.1 All students and other parties involved in SKA are to abide by the rules of the club. Appendix A relates to the SKA club rules.
- 7.2 All relevant persons are to refrain from Prohibited Conduct:
- 1) A breach of this policy is committed when a Relevant Person or Relevant Organisation;
 - a) If they, either alone or in conjunction with another or others, engage in any of the following conduct against, or in relation to, a child or children or young person or young people:
 - i) place a child or young person in harm, or risk of harm.
 - ii) grooming;
 - iii) misconduct with a child or young person;
 - iv) request or infer that the Child keep any communication secret from their parents, guardian, carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation;
 - v) supply alcohol, or drugs (including tobacco); supply medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that Child and at the prescribed dosage; or
- 7.3 If any person becomes aware of a breach of the code of conduct or prohibited conduct and the information is such that it would cause a reasonable person to suspect a child or young person is being harmed, or is at risk of, being harmed then no further action in regards to Complaints, Disputes of Discipline in relation to said allegation, except provisional action and assessment should take place until the information regarding the harm is finalised.

- 7.4 SKA must comply with and ensure compliance with the requirements of responding to allegations of harm or risk of harm.
- 7.5 Any breaches of this policy may result in a person being excluded from the club to ensure safety for the child or young person.

8 Recruitment

National Principle 5. refers

5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice refers.

- 8.1 SKA has the following positions with the organisation:
- a) Chief Instructor – See definition above
 - b) Instructor – See definition above
 - c) Assistant Instructor – See definition above
 - d) Volunteer – See definition above
- 8.2 All recruitment is from within the club and those with a role are known to club members.

9 Working with Children Checks

- 9.1 The Chief Instructor, Instructors, Assistant Instructors, and volunteers over the age of 14 are required to have a current 'not prohibited' Working with Children Check from the South Australian Government DHS Screening Unit.
- 9.2 The Prohibited Persons Act requires people working or volunteering with children in South Australia to have a valid Working with Children Check and not be a Prohibited Person prior to commencing working with children and young people.
- 9.3 David Garner has registered with the Central Assessment Unit (Department of Human Services (DHS) Screening Unit) and verifies via the Organisation Portal that the Relevant Person has a valid working with Children Check and is not prohibited. SKA will not accept a clearance e-mail, the verification must be done online.
- 9.4 The Prohibited Persons Act requires SKA to contact the DHS Screening Unit if
- a) we become aware of any assessable information in relation to a person involved with SKA
 - b) we become aware that a person involved with SKA is prohibited from working with children under a law of the Commonwealth or of another state or territory
 - c) we become aware that a person involved with SKA is (or becomes) a registrable offender under the *Child Sex Offenders Registration Act 2006*
 - d) the person involved with SKA makes a disclosure to the Chief Instructor under section 66 of the *Child Sex Offenders Registration Act 2006*.

10 Supervision, training and support for employees, and volunteers

National Principles 5 and 7 refer

5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training refer.

- 10.1 SKA is committed to providing all instructors and volunteers ongoing training and support to ensure they understand their responsibilities in relation to Child Safety. SKA will do this by:
- A. Conducting an induction for all employees and volunteers outlining their obligations under the Child Safeguarding Policy and Child Safe Practices;
 - B. Undertaking regular performance appraisals and discussing child safeguarding
 - C. Regular supervision sessions that include a focus on Child Safety and wellbeing;
 - D. Appointing a Child Safety Officer, Claire Garner, who is a point of contact for Assistant Instructors, Instructors and Volunteers to provide education in relation to our child safe policy
 - E. Access to online resources about issues concerning child safety and wellbeing
 - F. Providing professional development opportunities to build knowledge and skills regarding the wellbeing and development of children.

11 Reporting and responding to harm or risk of harm

National Principle 6 refers:

6. Processes to respond to complaints and concerns are child focused.

- 11.1 All instructors and volunteers in SKA are mandated notifiers under the Safety Act and are required to report harm or risk of harm to a child or young person to the Department for Child Protection.
- 11.2 Section 64A of the Criminal Law Consolidation Act makes it an offence for an adult to fail to report child sexual abuse (maximum penalty – 3 years imprisonment).
- 11.3 Section 65 of the Criminal Law Consolidation Act makes it an offence for an adult who fails to protect a child from sexual abuse (maximum penalty – 15 years imprisonment).
- 11.4 Mandated notifiers are required by law to notify the Department for Child Protection via the Child Abuse Report Line (CARL) on phone **13 14 78** if they suspect on reasonable grounds that a child is being harmed, or may be, at risk of harm and the suspicion is formed in the course of the person's work

(whether paid or voluntary) or in carrying out official duties.

- 11.5 If there are concerns that a child is at risk of immediate harm, you are required to call police on 000.
- 11.6 By the way of general guidance, reporting obligations arise where there is “a reasonable suspicion” that a child may be “at risk”.
- 11.7 If an allegation is made about a worker in SKA, that worker will be stood down from duties involving people under the age of 18 years until the matter is resolved.
- 11.8 SKA will seek relevant support for any child or young person who has been the subject of a harm allegation. This may include referring them to a local service or their Doctor.

12 Reporting and responding to general complaints or feedback

National Principle 6 refers:

6. Processes to respond to complaints and concerns are child focused.

- 12.1 SKA welcomes feedback from members of the club, this includes students, parents, family. Children and young people are included in this.
- 12.2 Feedback can be given verbally, or in writing via email, letter etc.
- 12.3 All feedback will be dealt with in confidence unless the reporting person advises contrary if they feel it is to the benefit of others.
- 12.4 Upon receipt of a complaint, SKA will:
 - Listen to the complaint / feedback and record the same
 - advise the time frame expected for an outcome
 - respond to the complainant with an outcome
 - clearly document and securely store decisions and actions taken in response to complaints and feedback
 - make sure that procedural fairness is followed at all times.

13 Risk management

National Principle 8 refers

8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

- 13.1 Karate as with all martial arts has its inherent risks, but SKA strives to ensure the safety of all its members.
- 13.2 Risk Management

(a) SKA takes a risk-based approach to ensure that all activities are child safe and will undertake risk assessments for any activity that may involve contact with children.

(b) The risk assessment will consider:

(i) the contact (with Children) and levels of direct supervision.

(ii) the risk factors.

(iii) the mitigation factors.

(iv) the management strategies.

13.3 Risk management actions include:

- a) Providing a safe training environment eliminating the event of accidental contact between students
- b) Wearing approved safety equipment when engaged in sparring
- c) Supervision of students when taking part in events likely to involve contact
- d) Providing clear, concise, and age-appropriate instruction before undertaking any training that has potential for contact between parties
- e) Inspection of venues to ensure safety environment
- f) Parental / Guardianship and child approval for publication of photographs
- g) Parent / Guardian to transport children and young people to offsite events (e.g., competition). Parental / Guardian approval to be given if other persons provide transport
- h) Parent / Guardian to be present with any children or young person at any social event associated to SKA.
- i) Any physical contact made with child or young person as part of coaching to be done in view of others and with child or young person to be advised before contact made.

14 Policy review

14.1 This policy will be reviewed every 5 years to ensure compliance. See review schedule at the end of this section for relevant dates.

14.2 In the event of any reason to review this policy the 5-year period will commence again

14.3 SKA will lodge a new child safe policy upon update / review with the Department of Human Services.

Action	Details of Review / Update	Date	Date next review	By Whom
1	Policy written	02/05/2023	01/05/2028	David Garner

Resources

10.3 Mandatory Reporting Guide

https://www.childprotection.sa.gov.au/_data/assets/pdf_file/0008/107099/mandatory-reporting-guide.pdf

Sports Integrity Australia - <https://www.sportintegrity.gov.au/>

Appendix A

Copy of Club Rules – As Provided to Members

CLUB RULES

**Breaches may result in membership being revoked
Rules may be subject to change. New rules may be
added. Existing rules may be deleted.**

NO SWEARING

- There will be no swearing at *Shukokai Karate Association* dojos

CLOTHING

- New students can wear tracksuit trousers and tee-shirts until satisfied they will continue to train. After that, clean white Karate Gi's are to be worn and **must** be worn when grading.
- Under the approval of the instructor, changes can be made on an ad hoc basis, e.g., wearing of SKA tee-shirts rather than gi jackets if weather too hot.
- White tee-shirts can be worn under the gi jacket if desired.

ADVERSE WEATHER

- In instances of adverse weather (determined by the instructor) training will be cancelled. Students will be advised with as much notice as possible.

INJURY

- *Shukokai Karate Association* adopts the practice “no one goes home injured”. Some contact may occur when blocking or conducting pad work, but an instructor will always be supervising. The contact will be light and only directed to the torso. There is to be **NO** head contact.
- Any pre-existing injuries must be reported to the club before training.

DISCRIMINATION

- Shukokai means “way for all.” Discrimination will not be tolerated.

MEMBERSHIP

- *Shukokai Karate Association* membership/licence will be taken after 5 lessons.
- Membership Grade Lesson Counts (within your Syllabus Book) will be signed at each lesson.

HYDRATION

- Students will be given water breaks during the training. Only water is to be consumed (small amounts of cordial accepted). Energy drinks or drinks with high sugar content are not to be consumed.

MIS-USE OF KARATE

- The skills taught will not be used against any persons, except for defence of self and/or others in the instance of extreme danger or unprovoked aggression, or in the support of Law and Order.
- Mis-use of the skills taught may result, at the instructors' discretion, in refusal/conclusion of training and/or loss of membership/licence to ***Shukokai Karate Association***.

PARENTS / GUARDIANS

- At least one parent / guardian must remain at training when they have a child under their care / control attending.
- Children who attend but do not train are not to enter the training area, unless permitted to do so by the instructor.