

# Safeguarding Children and Young People Policy

## 1. Policy Statement

As a member of Australian Karate Federation (AKF), Kofukan Karate Australia Inc (Kofukan Australia) will comply with AKF's Safeguarding Children and Young People Policy which aligns with the National Integrity Framework established by Sport Integrity Australia.

In this Policy, "staff" means the Kofukan Australia management committee members, instructors, and administrators of affiliated dojos, whether or not they are remunerated for their services.

## 2. Child/Young Person Safe Commitment Statement

Kofukan Australia is committed to ensuring the safety and wellbeing of all Children/Young People that are involved in our association and affiliated dojos. Our policies and procedures seek to address risks to Child safety and to establish Child safe culture and practices.

### 1. We will keep Children/Young People safe

- (a) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.
- (b) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

### 2. We promote inclusion, respect and diversity

- (a) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely, particularly Children/Young People with increased vulnerabilities, such as:
  - i. Aboriginal and/or Torres Strait Islander Children/Young People;
  - ii. Children/Young People from culturally and linguistically diverse backgrounds;
  - iii. Children/Young People with disability;
  - iv. Children/Young People living in out of home care;
  - v. Children/Young People with diverse genders and/or sexualities.
- (b) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

### 3. We create a culturally safe sporting environment

- (a) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:

- i. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
- ii. to express their Culture as they deem appropriate;
- iii. receive an education that strengthens their Culture and identity;
- iv. maintain connection to their land and Country;
- v. maintain their strong kinship ties and social obligations;
- vi. be taught their cultural heritage by their Elders and community;
- vii. receive information in a culturally sensitive, relevant and accessible manner; and
- viii. be involved in services that are culturally respectful.

(b) We support inclusiveness for all cultural identities and equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

#### 4. Our staff and volunteers know the behaviour we expect

- (a) We ensure that each person involved in our delivery of services to Children/Young People understands their role and the behaviour we expect in relation to keeping Children/Young People safe from abuse and neglect through application of our Child/Young Person Safe Practices.
- (b) We comply with the AKF's Child/Young Person Safe Practices, which outlines our expectations for behaviour towards Children/Young People, such as:
  - i. Maintaining professional boundaries and know the scope of relationships with Children/Young People
  - ii. Use appropriate language and avoid inappropriate language around Children/Young People
  - iii. Provide positive guidance and discipline strategies to manage behaviour to create a positive environment and promote safety and wellbeing
  - iv. Provide constant, active and diligent supervision and report any incident of one-on-one unsupervised contact to Kofukan Australia
  - v. Not communicate directly with a Child/Young Person electronically or online without a representative of Kofukan Australia or the Child/Young Person's parent or carer
  - vi. Only publicly publish photos and videos of a Child/Young Person with the written consent of the parent or carer, and where possible, consent should be obtained from the Child/Young Person
  - vii. Any physical contact with Children/Young People must be necessary and appropriate to the delivery of the sport/service/activity, and never against the wishes of the Child/Young Person unless to protect the safety of themselves or another person
  - viii. Any overnight stays must be approved by Kofukan Australia, have written parent/carer consent, and Child Safe Practices must be maintained at all times
  - ix. Maintaining appropriate supervision and privacy in change room facilities

- x. Use, possess or be under the influence of an illicit drug in the presence of a Child/Young Person or be under the influence of alcohol or be impaired by a legal drug when supervising Children/Young People; never supply alcohol or drugs to a Child/Young Person; or supply or administer medicines to a Child/Young Person without a parent/carer's consent
- xi. Ensure parents are involved in decisions affecting their Child/Young Person's involvement in karate and make parents/carers aware of the standard of behaviour
- xii. Only transport Children/Young People for the purpose of the sport/service/activity and with the parent/carer's written consent (except in an emergency) and do so in a safe manner
- xiii. Have an accessible register of emergency contact information and an operational phone.

5. We minimise the likelihood of appointing or accrediting a person who is unsuitable

- (a) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.
- (b) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

6. Induction and training are part of our commitment

- (a) We will provide all new staff, volunteers, and participants with information about our commitment to Child/Young Person Safety including our Safeguarding Children and Young People Policy, Child/Young Person Safe Practices and Responding to Child Abuse Allegations.
- (b) We support ongoing education and training for our staff and volunteers to ensure Child/Young Person safety information is provided and updated as required.
- (c) We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

7. We encourage the involvement of Children/Young People and their parents

- (a) We involve and communicate with Children/Young People and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children/Young People and their parents/carers about:
  - i. our commitment to keeping Children/Young People safe and communicating their rights;
  - ii. the behaviour we expect of our staff and volunteers and of themselves;
  - iii. our policy about responding to Child Abuse.
- (b) We have processes for two-way communication with Children/Young People and families.
- (c) We encourage feedback from Children/Young People.
- (d) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children/Young People.

8. Our staff and volunteers understand their responsibility for reporting Child Abuse

- (a) Our policy for responding to Child Abuse is approved by the Kofukan Australian Management Committee and applies to all our staff and volunteers. Staff and volunteers must:
  - i. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
  - ii. meet any legislated mandatory or other jurisdictional reporting requirements;
  - iii. follow a specified process when reporting abuse or neglect.
- (b) Our staff and volunteers have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- (c) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

9. We maintain and improve our policies and practices

- (a) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.
- (b) We monitor our staff and volunteers and take action to ensure appropriate practice, behaviour and policies are followed.
- (c) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review WWCC currency regularly.
- (d) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- (e) We undertake periodic reviews to identify and document potential risks to Children/Young People associated with our service delivery (in our Risk Management Plan and Procedures).

### 3. Responding to Risk of Abuse and Harm to Children and Young People

Under relevant state/territory laws, failure to report any reasonable suspicion or knowledge that a Child/Young Person is or is likely to be at risk of harm could result in criminal proceedings. This section provides examples of the main actions that must be followed, however knowledge of the relevant state/territory reporting obligations is critical.

#### You must ACT.

As a person involved in Karate you play a crucial role in protecting Children/Young People. You must follow the four actions set out below when responding to any Child Abuse allegations.

#### Action 1 - Responding

If a Child/Young Person is at risk of immediate harm, you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child/Young Person and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

If there is no immediate harm, go to Action 2 below.

#### Action 2 – Reporting

If you suspect, on reasonable grounds that a Child/Young Person was, is, or is at risk of being abused and/or neglected, you must report it to the police and/or the relevant state/territory Child protection agency, a list of which can be found [here](#).

If the alleged Child Abuse is occurring in a Kofukan Australia (and affiliated) dojo, activity or event, it must be [reported to Kofukan Australia](#).

It may also be documented on the Report Form found at [MAKE AN INTEGRITY COMPLAINT OR REPORT | Sport Integrity Australia](#).

#### Action 3 – Contact

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/carers, and who should lead this contact (i.e., police, Child Protection department or Kofukan Australia representative). This could include advice:

- not to contact the parents or carers in circumstances where they are alleged to have engaged in the abuse.
- to contact the parents/carers and provide agreed information as soon as possible.

#### Action 4 – Support

- Support should be provided to any Child/Young Person that has experienced abuse.
- It is important that the person providing support to the Child/Young Person does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.
- Information regarding allegations of Abuse need to be well documented and shared with the Australian Karate Federation's designated contact.
- Further support for the Child/Young Person, relevant Adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

Child Safe Contact at The Australian Karate Federation: Name: Ian Basckin Position: Integrity Manager Email and/or Phone: [ian.basckin@karateaustralia.org.au](mailto:ian.basckin@karateaustralia.org.au)