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| **Safeguarding Adults at Risk Policy** | Logo  Description automatically generated |
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| * Does this document meet the requirements under the Equality Act 2010 in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation? **Yes**
* Does this document meet our additional commitment as an organisation to extend our duty to carers, veterans, people from a low socioeconomic background, and people with diverse gender identities? **Yes**
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1. **Summary**
	1. Throughout this document the English Karate Federation is referred to as the EKF. The EKF Governing Body has developed this policy for implementation throughout the EKF organisation and its member Associations within England.
	2. The EKF fully recognises the need to make optimal provision for the safeguarding and wellbeing of adults at risk that participate in the sport of karate, either as a self-defence art or sport environment, and acknowledges its moral and legal responsibility to ensure that:
* The welfare of the adult at risk is paramount
* All adults at risk, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse.
* All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
* All staff (paid or unpaid) working within our organisation have a responsibility to report concerns to the appropriate protection officer
	1. Within England and Wales, citizens are classed as adults when they reach their 18th birthday (in Scotland adults are 16 years and over). However, this also includes and applies to anybody over the age of 18 who may be deemed to be a child or young person due to the nature of their training e.g. under 21 squad training sessions.
	2. The EKF is committed to working in partnership with all agencies to ensure best practice when working with adults at risk.
	3. Adopting best practice will help to safeguard those participants from potential abuse as well as protecting coaches and other adults in positions of responsibility from any potential allegation of abuse or poor practice.
1. **Scope**
	1. This safeguarding adult policy and associated procedures apply to all individuals involved in the English Karate Federation; including Board members, Staff, Coaches, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.
	2. We expect our partner organisations, including for example, affiliated clubs, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.
	3. The policy should be implemented by member associations and is applicable to all within the EKF.
2. **Roles and Responsibilities**

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| **Role** | **Responsibility** |
| EKF Board of Directors | Overall responsibility for ensuring that the policy is implemented in full.Undertake training as part of their duties as a Director. |
| EKF Lead Child Protection Officer | As per job description contained within Appendix A |
| EKF Safeguarding Officers | As per job description contained within Appendix BSafeguarding will also be represented on a number of Board Sub-Committees. Please see Appendix C for the EKF meeting structure/organogram  |
| Association and Club Safeguarding Officers | As per Appendix D.To ensure the Associations are compliant with this policy and take steps to address shortfalls. To link with the EKF Safeguarding Team on all relevant matters as per policy. |
| EKF Safeguarding Committee | As per Terms of Reference detailed in Appendix E and Appendix F |
| EKF Compliance Director | To act as the Vice-Chair of the Safeguarding Committee |
| EKF Equality, Diversity and Inclusion Director | To be a core member of the Safeguarding Committee and actively champion the rights of minority groups who can often be at increased risk of safeguarding issues |
| All EKF affiliated Associations and Clubs | To implement the policy in full by December 2024 ensuring that all coaches are DBS checked as required (see Appendix G) |
| All members | Read, acknowledge and follow the policy.Report all incidents as required (see Appendix H, I and J) |

1. **Policy statement**
	1. The EKF has a duty of care to safeguard all adults at risk - involved in all forms of Karate - from harm. Furthermore, the dignity, rights and worth of all adults will be maintained and will be underpinned by this policy.
	2. All adults at risk have a right to protection from both abuse and poor practice. As such the EKF will strive to ensure the safety and protection of all vulnerable adults involved in our sport through adherence to the Vulnerable Adults Policy (ratified and adopted by the EKF and approved by Sport England and the Safeguarding Code in Martial Arts).
	3. Sport can (and does) have a very powerful and positive influence on people and fits with governmental policy of promoting a healthier and more active lifestyle. Not only can sport provide opportunities for enjoyment and achievement, but it can help to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. Moreover, it is widely acknowledged amongst professionals that having access to leisure facilities and community groups can be key drivers in preventing and reducing social and physical isolation. By preventing or reducing isolation this in turn reduces the risk of abuse. This has also been acknowledged and been the driving force behind legislation e.g. The Care Act 2014.
	4. The EKF must ensure that for those positive experiences to be realised, the sport is delivered by people who have the welfare of vulnerable adults uppermost in their mind and that the Governing Body have robust systems and processes in place to support and empower them.
	5. Sporting organisations like the EKF need to be well informed and equipped to ensure that any concerns or complaints regarding vulnerable adults are properly identified and appropriately acted upon. This is part of our Duty of Care.
	6. By failing to adhere to ensuring this is the case, there can be stark consequences (leaving aside morality). These consequences can range from disillusionment with sport and thus isolate individuals or create an environment in which abuse can occur and flourish.
	7. The EKF also has a duty to protect adults outside of karate and was put onto a statutory footing with the implementation of The Care Act 2014 with the sentence, ‘promote individual wellbeing’ being of paramount importance. This is a general duty for all sporting organisations.
	8. Given Sports Clubs, Associations and Governing Bodies are uniquely situated in terms of having frequent contact with many people from a variety of backgrounds, they are perfectly placed to support, identify and report adults who may be subject to harm or at risk of harm. It is with this in mind that this policy seeks to protect vulnerable adults from abuse or potential abuse from within the sport and from outside. Therefore, it carries a dual purpose.
2. **Vulnerable adults or adults at risk?**
	1. Historically adults who were at risk of harm were described as ‘vulnerable adults. However, there has been a marked shift to the term ‘adults at risk’ instead.
	2. The definition of “vulnerable adult” originated from a Consultation Document produced in 1997 entitled “Who Decides?”. ‘No Secrets’ was then published in 2001 as government guidance and aimed at encouraging better collaboration between multi-disciplinary bodies and various public and private sector institutions to ensure that robust policies and procedures were implemented to prevent vulnerable adults from coming to harm.
	3. The terminology – whether it be vulnerable adults or adults at risk – refers to a specific category of adult who may be more susceptible to harm and included those with a learning disability, physical disability or older adults.
	4. Contrastingly, within the law it is clearly documented that abuse links to circumstances rather than characteristics as to label groups is viewed as being disempowering.
	5. The safeguarding duty applies to any adult who has individual care and support needs, regardless of whether any local authority or other organisation is involved in ensuring any or all those needs are met. It specifically refers to any adult who because of their needs cannot protect themselves from either the risk or experience of abuse (including neglect).
	6. The safeguarding of adults is ensuring that anybody with care or support needs is kept safe from abuse and neglect.
3. **Principles of Adult Safeguarding**
	1. There are 6 principles associated with Adult Safeguarding. These are also enshrined in The Care Act 2014 and include:
4. Empowerment
5. Prevention
6. Proportionality
7. Protection
8. Partnership
9. Accountability
	1. The definitions of each of the above principles are documented in the below table:

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| Principle | Definition |
| Empowerment | Supporting adults at risk and encouraging them to make their own decisions. Ensuring that informed consent is obtained if possible |
| Prevention | Acting before abuse/harm has occurred. |
| Proportionality | Only getting involved where needed and ensuring that any involvement is as minimally intrusive as possible.  |
| Protection | Representing and supporting those in need. |
| Partnership | Working collaboratively with other organisations to identify, prevent and respond to abuse or neglect. |
| Accountability | Being open and honest. |

1. **Rationale for 2 separate policies for children and adults at risk**
	1. There are several reasons why the EKF have chosen to separate the children and adults at risk safeguarding policies with the decision being made on what is best practice.

* 1. It is best practice to separate the policies in the view of the EKF Safeguarding Team because the issues which will affect adults and children can be quite different. There are also certain types of abuse which will only affect adults e.g. financial abuse.
	2. The Safeguarding Team arrived at this decision based upon the fact that there are differing laws and policies which oversee the regulation of safeguarding for both groups. Furthermore, differing definitions are used and often having one policy can cause confusion, dilutes the message and can cause a blurring of the boundaries.
	3. However, the decision has been arrived at because adults – unlike children – have an absolute right to self-determination (unless under severe circumstances and always guided by stringently applied laws). For whilst adults and children are afforded with free will, adults may decide not to protect themselves whereas legal obligations are bestowed on parents or guardians for the protection of children. This therefore can make safeguarding adults more complex than that of children’s safeguarding. It is person centred rather than process driven and requires authorities, sporting organisations and anybody with a duty of care, to take into consideration the crucial importance of ensuring a culture exists whereby it is the adults themselves who are informed and consulted on all decisions which affect them.
1. **Definition of an Adult at risk**
	1. The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.
	2. When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.
	3. The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to act as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

	**An Adult at risk is:**

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| **England (Care Act 2014)** |
| An **adult at risk** is an individual aged 18 years and over who:1. has needs for care and support (whether the local authority is meeting any of those needs) AND;
2. is experiencing, or at risk of, abuse or neglect, AND;
3. because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
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1. **Policy implementation**
	1. The EKF is committed to developing and maintaining its capability to implement this policy and procedures. To do so the following will be in place:
* A clear line of accountability within the organisation for the safety and welfare of all adults.
* Access to relevant legal and professional advice.
* Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
* Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
* A Safeguarding Lead/ Welfare Officer (see Appendix 1).
* A delegated Safeguarding Lead/Welfare Officer for events/trips/camps/ competitions.
* A standing Case Management/ Case Referral Group with an appointed Chair and clear Terms of Reference.
* A process for forming a Case Management Group on a case-by-case basis within clear terms of reference.
* Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
* Codes of conduct for Board members, Staff, Coaches, Officials, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
* Risk assessments that specifically include safeguarding of adults.
1. **Mental Capacity and Decision Making**
	1. We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 can make their own decisions unless it has been proved that they cannot. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.
	2. We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:
* Understand information
* Remember it for long enough
* Think about the information
* Communicate our decision
	1. A person’s ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.
	2. Most adults can make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.
	3. Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called “lacking mental capacity”.
	4. Mental capacity refers to the ability to make a decision at the time that decision is needed. A person’s mental capacity can change. If it is safe/possible to wait until they can be involved in decision making or to make the decision themselves. For example:
* A person with epilepsy may not be able to make a decision following a seizure.
* Someone who is anxious may not be able to make a decision at that point.
* A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.
	1. Mental Capacity is important for safeguarding for several reasons.
	2. Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer will not allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.
	3. Another situation is where an adult is being abused and they fear the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make ‘free and informed decisions’.
	4. Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an ‘adult at risk’ has choices in the actions taken to safeguard them, including whether they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.
	5. Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same:
* We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
* If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
* If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and consider what we know about their preferences and wishes.
* If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.
	1. Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.
	2. It is good practice to get as much information about the person as possible. Some people with care and support needs will have a ‘One page profile’ or a ‘This is me’ document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and do not like doing. It is also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day-to-day basis.
	3. If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals assessing mental capacity and/or getting the person the support, they need to make decisions.
	4. There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken to safeguard an adult who cannot make the decision for themselves could include:
* Sharing information about safeguarding concerns with people that can help protect them.
* Stopping them being in contact with the person causing harm.
	1. Whilst this may not seem applicable for karate coaches and athletes, by understanding the law surrounding capacity it will help in certain circumstances. You may be faced with a situation whereby you have to take more time to explain things. You could also be asked for your opinion in what is in the best interests of the adult attending the class. When deciding on best interests, weigh up the risks and benefits of a particular task.
1. **Person Centred Safeguarding/ Making Safeguarding Personal**
	1. The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.
	2. None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand ‘What matters’ to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.
	3. The concept of ‘Person Centred Safeguarding’/’Making Safeguarding Personal’ means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult’s views, wishes, feelings and beliefs must be considered when decisions are made about how to support them to be safe. There may be many ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.
	4. If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

**Table 1 The Principles of Adult Safeguarding in England**

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| **England (Care Act 2014)** |
| **The Act’s principles are:*** **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
* **Prevention** – It is better to act before harm occurs.
* **Proportionality** – The least intrusive response appropriate to the risk presented.
* **Protection** – Support and representation for those in greatest need.
* **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
* **Accountability** – Accountability and transparency in delivering safeguarding.
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1. **Wellbeing Principle**

*The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport relies on putting people – their safety, wellbeing and welfare – at the centre of what sport does.*Duty of Care in Sport Independent Report to Government Baroness Tanni Grey-Thompson DBE, DL

* 1. The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.
	2. Being able to live free from abuse and neglect is a key element of well-being.
	3. The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby ‘*What good is it making someone safe when we merely make them miserable?’* What Price Dignity? (2010)
	4. For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

## **Multi-Agency Working**

* 1. Safeguarding adults’ legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.
	2. Sports bodies may need to cooperate with the Local Authority and the Police including to:
* Provide more information about the concern you have raised.
* Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
* Attend safeguarding meetings.
* Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
* Share information about the outcomes of internal investigations.
* Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.
1. **Safeguarding Adults Legislation**
	1. Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:
* The Human Rights Act 1998
* The Data Protection Act 2018
* General Data Protection Regulations 2018
	1. The practices and procedures within this policy are based on the relevant legislation and government guidance.
* England - The Care Act 2014
Care and Support Statutory Guidance (especially chapter 14) 2014
	1. Many other pieces of UK and home nation legislation also affect adult safeguarding.
	These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:
* Murder/attempted murder
* Physical assault
* Sexual offences
* Domestic abuse/coercive control
* Forced marriage
* FGM
* Theft and fraud
* Modern slavery and human exploitation
* Hate crime
* Harassment
* Listing and Barring of those unsuitable to work with adults with care and support needs

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves. For England this includes:

* England and Wales - Mental Capacity Act 2005
* There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.
1. **Para-karate**
	1. Adults at risk may have disabilities which could be perceived as barriers to involvement in karate. However, no matter what the disability (severity, mental/physical) karate can be adapted accordingly to suit a variety of needs.
	2. For further advice and guidance re: para-karate then please visit our website:

http://www.englishkaratefederation.com/squad/para-karate.php

1. **Who can abuse?**
	1. The abuse or neglect of adults at risk can be undertaken by anybody who has contact with adults. This may be family members or friends but can also include care providers, volunteers, strangers and where adults at risk are involved with sporting activities this can extend to instructors, fellow karateka, employed Association or Governing Body members (voluntary or otherwise), parents or another adult at risk.
2. **10 Types of abuse**
	1. The Care Act 2014 documents that there are 10 differing types of abuse. These are documented in the tables detailed on pages 13-18.

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| Type of abuse | Definition | Indicators and Examples | Additional comments |
| Discriminatory | Abuse which centres on difference in treatment or behaviours (including perceived) dependent upon protected characteristics as laid out under the Equality Act 2010.  | Including: unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, verbal or physical abuse, derogatory remarks, inappropriate use of language, deliberate exclusion related to a protected characteristic.Indicators: using racist or sexist descriptions or innuendos, the individual appears withdrawn and isolated, expressions of anger, frustration, fear or anxiety. | None |
| Domestic Abuse | Encompassing physical, sexual, financial or emotional abuse by a member of the victim’s family. This includes honour-based violence.  | Domestic violence or abuse can be characterised by any of the indicators of abuse.**Examples:**Any abuse category within a domestic setting inclusive of physical, sexual, financial, emotional etc. **Indicators:*** Low self-esteem
* Depression
* Physical evidence of violence such as bruising, cuts, broken bones, feeling that the abuse is their fault, isolation
* Limited access to money.

Controlling behaviour is often referred to as coercive behaviour and is typified by:* Acts of assault
* Threats
* Humiliation and intimidation
* Harming, punishing, or frightening the individual, preventing the victim from escaping abuse.
 | **Domestic Abuse in LGBT Relationships**Domestic abuse can occur in both a heterosexual relationship and a homosexual relationship. Indeed, there is a growing evidence base that domestic abuse may be occurring at a similar rate within LGBTQ relationships as with heterosexual relationships. Women can experience abuse from women, and men from men.Additionally, an LGBTQ person experiencing domestic abuse may also have previous experience of, or fear homophobia from agencies. This may be particularly true in sporting environments like football for example where there are no openly gay professional football players. Studies have also shown that LGBT people are less likely to name domestic abuse. The reasons for this can be numerous but often include a fear of publicising their sexual orientation.Aspects unique to LGBTQ domestic abuse include:* "outing" them as a method of control
* abuse associated with sexual orientation or gender identity
 |
| Emotional or psychological (including bullying) | Abuse through a number of means which are intended to hurt the victim mentally.  | **Examples:**Includes the threat or perceived threat of harm or abandonment. Can also cover the threat or perceived threat of deprivation of contact. Abusive behaviours also cover humiliation, blaming, verbal abuse and the isolation or withdrawal from supportive networks (this may include a sustained period away from the dojo for unexplained reasons). **Indications:**Insomnia, depression, verbal abuse, change in appetite, weight loss/gain, signs of distress, lack of trust in others, air of silence when a particular individual is present. | Psychological and emotional abuse are complex as the signs it’s taking place can be hard to detect. Whilst the effects on the adult can be extremely destructive. |
| Financial or material | Is the use of an individual’s funds and belongings without their permission. Financial abuse can occur in isolation, but as research has shown, where there are other forms of abuse, there may also be financial abuse occurring. Although this is not always the case, everyone should be aware of this possibility. | **Examples:**Including theft, fraud, scamming and coercing an adult at risk to change their financial affairs to the benefit of the abuser e.g. being wrote into inheritance. This can also include the misappropriation and misuse of property and possessions.**Indications:**Fear of making decisions, missing personal possessions, worrying about money, lack of basic items, such as clothing, heating and food, unexplained lack of money, unnecessary property repairs. | Can also abuse which is referred to as ‘Cuckooing’. Cuckooing is a form of crime in which criminals take over the home of a vulnerable person as a base for criminal activity e.g. drug dealing, prostitution.  |
| Modern Slavery | Specifically outlawed under the Modern Slavery Act 2015 it encompasses a form of organised crime which recruits, moves and harbours individuals against their will through force, coercion, abuse, deception or other means into exploitative conditions and practices.  | **Examples**Includes (but not restricted to) domestic servitude, forced labour, human trafficking and slavery. **Indicators**Fatigue, withdrawn, severe weight loss, disordered eating or poor nutrition, there may be indications of mental, physical and sexual trauma, poor hygiene or dental pain. Victims may rarely be seen in public or be working extraordinarily long hours without a break.  | Large organisations are expected to produce an annual Modern Slavery Report which highlights how they are ensuring that they do not inadvertently contribute towards modern slavery. The EKF regularly reviews those within its supply chain for goods, services and events to ensure that they are professional bodies with robust safeguard measures in place.  |
| Neglect/acts of omission | Failing in your duty of care for an adult at risk/adults with individual care needs. Inclusive of ignoring physical needs, failing to provide access to appropriate services including health and education. The withholding of necessities e.g. critical medications or heating. Abuse does not have to be deliberate. Neglect can be accidental but this does not alter the fact that this is abuse and it will be treated as such. | **Examples:**Wilfully ignoring medical or physical care needs, failure to provide or withholding access to the necessities of life such as adequate nutrition, shelter, clothing, heating, medication, stimulation and activity, preventing access to personal belongings, such as, glasses, hearing aids. **Indications:**Poor physical condition and/or personal hygiene, poor environment - dirty or unhygienic, pressure sores or ulcers, untreated injuries and medical problems, malnutrition or unexplained weight loss, complaints of hunger/thirst. | When an individual undertaking a task does not undertake that task properly or does not do things that they should be doing, which thereby has a negative effect on somebody else. It could be deliberate or due to an oversight, either way the individual concerned is not conducting themselves appropriately. |
| Organisational | Incorporating neglect and/or poor practice which is systemic within an organisation. This may be intentional or non-intentional and refer to an isolated incident or a pattern of behaviour. Organisational abuse can take place through poor professional practice, the structure of an organisation or the drafting and application of procedural documents. | Includes run-down or overcrowded establishments, lack of leadership and supervision, abusive and disrespectful attitudes towards people accessing EKF services and a lack of respect for privacy and dignity e.g. failure to provide adequate changing facilities.Indications:* Poor record-keeping
* Weak systems and processes
* Lack of robust policies/guidelines
* Lack of education and awareness
 | Any type of abuse does not have to knowingly abuse. Organisations can be guilty of abuse without realising it and this represents one of the most important areas for the EKF as a Governing Body.  |
| Physical | Any form of non-accidental physical force being used. It is the use of force which results in pain or injury or a change in the individual's natural physical state. | **Examples:**Hitting, slapping, pushing, punching, kicking, hair-pulling, biting, physical punishments, unlawful use of restraint, burning.**Indications:**No explanation for injuries or inconsistency with the account of what happened, unexplained falls, frequent injuries, disguising injuries, malnutrition, subdued behaviour, burns. | None |
| Self-neglect | An adult at risk with care needs who is living or acting in a way which is not conducive to their physical or mental health or general wellbeing.  | **Examples:*** Refuses or disengages from support, treatment or services which are regarded as essential to safeguard their health, wellbeing or safety.
* Are under duress to refuse, not engage with services, or is dependent on someone who is unwilling/unable to engage with services.
* Has poor appearance and personal hygiene e.g. dirty clothes, hair etc.

**Indications:**Poor personal hygiene, unkempt appearance, lack of essential food, clothing or shelter, malnutrition and/or dehydration, hoarding, living in squalid or unsanitary conditions. | Consideration needs to be given as to the impact on the adult at risk’s wider support network, their mental capacity and whether the distinct unique circumstances of each case warrant a safeguarding concern. However, if in doubt a referral should be made and then a professional determination can be made.  |
| Sexual | The involvement of an adult at risk in sexual activities and/or relationships which they have not consented to. | **Examples:**Including an array of offences such as:* Indecent exposure
* Female Genital Mutilation including Breast Flattening/Ironing (please refer to dedicated section within policy for more information)
* Rape
* Sexual photography
* Sexual teasing
* Subjection to pornography or sexual acts to which the adult at risk has not consented to witnessing or feels coerced into doing so

Indications:* Physical
	+ Bleeding, pain or itching in the genital area, foreign bodies in genital or rectal openings, bruising, difficulty in walking or sitting, pregnancy in a woman who is unable to consent.
* Behavioural:
	+ Self-harming, signs of depression or stress, uncharacteristic use of explicit sexual language, fear of receiving help with personal care, poor concentration
 | None |

1. **Other types of abuse**
	1. Documented below are specific types of abuse which have been included with definitions provided for the purposes of wider information sharing. They are forms of abuse which are encompassed by those already mentioned and are not distinct standalone categories:

|  |  |
| --- | --- |
| Abusive practice | Definition |
| Cyber-Bullying | This occurs online through either social media, e-mail, text messaging or another associated electronic forum. This can include bullying and harassment. |
| Forced Marriage | A situation whereby one or both parties to the marriage is not freely consenting or willing to participate in the marriage ceremony. This was outlawed by the Crime and Policing Act 2014. However, this is not to be mixed up with an arranged marriage in which parties freely agree to seeking the assistance of a third party to identify a spouse for themselves. This is practiced in some cultures and is **NOT** a form of abuse.  |
| Mate Crime | As described by the Safety Network Project, ARC, this involves adults at risk being targeted by others who befriend them and then seek to take advantage. This is not necessarily illegal unless another form of criminal abuse has taken place and often goes on in private. However, whilst not illegal this can have significant negative effects for the adult at risk. Within recent years Serious Case Reviews have highlighted that adults with a learning disability have been murdered by somebody who they thought was their ‘mate’.  |
| Radicalisation | With the goal of recruiting people and attracting people to their extreme views. The act of persuading vulnerable individuals or adults at risk of the legitimacy of their cause. Can be undertaken through direct relationships or social media. Please refer to the dedicated PREVENT section along with an e.g. of an adult at risk who was embroiled in a terrorist related incident.  |

1. **General/common signs of abuse**
	1. There are several signs which may indicate that an adult at risk is being abused or neglected. These include (but are not restricted to):
* There are unexplained injuries and bruises present
	+ The adult may not be willing to discuss how these injuries came about or may not seek medical attention when required
* Property (including financial e.g. money) goes missing
* Absence from the club without reason
	+ When prompted with reminders or coaches try to make contact to see if everything is ok, there may be no response received
* An unkempt appearance including inappropriate sports kit or dirty gi
* A change in behaviour
	+ This can include changes in their behaviour towards certain people e.g. a particular coach or club member
* Unexplained weight loss or weight gain
* Disclosure of abuse
* Evidence of self-harm e.g. lacerations to forearms
* Coaches intentionally, repeatedly and forcefully demonstrating on an adult at risk
	1. Whilst it is not the responsibility of individuals concerned that abuse may be taking place to investigate and decide whether this is the case, it is their responsibility to ensure that any concerns are duly escalated and reported. If it is felt that the adult at risk is at immediate risk of being harmed then the police should be contacted on 999.
1. **Responding to Concerns**
	1. It is good practice to involve the adult at risk and consider their views on what they wish to happen next. If concerns need to be escalated, then you should make every effort to inform the adult as such. Due regard must be given to the adults ongoing needs and wishes but this does not resolve the legal duty to escalate to the most appropriate authority where necessary.
	2. When you have concerns, or a disclosure of abuse or neglect is made then it is imperative that these concerns are written down as soon as possible as to capture as much detail as possible. Try and be specific in capturing dates and times and use the adult's own words where practical. Once this has been done an incident form should be submitted to your Association Lead Safeguarding Officer or the EKF Safeguarding Team. The EKF Safeguarding Team can be contacted by e-mail at: safeguardingteam@englishkaratefederation.com.
	3. Pointers to remember:
* React calmly so as not to frighten the victim
* Acknowledge that what the adult at risk is doing is difficult but that they are doing the right thing by confiding in you
* Reassure the victim that they are not to blame
* Make sure that, from the outset, you can understand what the adult at risk is saying.
* Be honest straight away and tell the victim you cannot make promises that you will not be able to keep.
* Do not promise that you keep the conversation secret. Explain that you will need to involve other people and that you will need to write things down.
* Listen to and believe the adult at risk; take them seriously.
* Do not allow your shock or distaste to show.
* Keep any questions to a minimum but do clarify any facts or words that you do not understand – do not speculate or make assumptions.
* Avoid closed questions (i.e. questions which invite yes or no answers)
* Do not probe for more information than is offered.
* Encourage the adult, to use its own words.
* Do not make negative comments about the alleged abuser.
* Do not approach the alleged abuser
1. **Confidentiality**
	1. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:
* The responsible Safeguarding Officer
* Relatives or carers of the person who is alleged to have been abused
* The person making the allegation
* Social services/police
* The EKF Disciplinary and Legal Commission (D.L.C.)
* The alleged abuser
	+ Seek advice on who should approach the alleged abuser
	+ Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure)
1. **Internal inquiries and suspensions**
	1. All internal inquiries relating to Safeguarding will be overseen by the Lead Safeguarding Officer of the EKF. Suspension/s will be addressed in accordance with, EKF Discipline Policy.
	2. The welfare of the adult at risk will remain of paramount importance throughout.
2. **Support to deal with the aftermath of abuse**
	1. Consideration should be given to the kind of support that the adult at risk, relatives and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. In Appendix K there is a list of useful links and resources.
	2. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: [www.bacp.co.uk](http://www.bacp.co.uk).
	3. Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.
3. **Allegations of previous abuse**
	1. Allegations of abuse may be made some time after the event. Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other adults at risk, either within or outside the sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with adults at risk.
4. **Action if bullying is suspected**
	1. If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.
	2. Action to help the victim and prevent bullying in karate:
* Take all signs of bullying very seriously
* Encourage all adults at risk to speak and share their concerns
* Help the victim to speak out and tell the person in charge or someone in authority
* Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately
* Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
* Keep records of what is said (what happened, by whom, when).
	1. Action towards the bully (ies):
* Talk with the bully (ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour
* Seek an apology to the victim(s)
* Inform the bully (ies)’s parents (if the perpetrator is a child)
* Insist on the return of 'borrowed' items and that the bully (ies) compensate the victim
* Provide support for the victim's coach.
* Impose sanctions as necessary
* Encourage and support the bully (ies) to change behaviour
* Keep a written record of action taken
	1. Concerns outside the immediate sporting environment:
* Report your concerns to the Safeguarding Officer, who should contact social services or the police as soon as possible
* See below for the information social services or the police will need
* If the Safeguarding Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately
* The Safeguarding Officer should also report the incident to the EKF Governing body. The governing body should ascertain whether the person/(s) involved in the incident play a role in EKF DLC and act accordingly
* Maintain confidentiality on a need-to-know basis only
1. **Use of Photographic Filming Equipment at EKF Events**
	1. There is no intention to stop people photographing and videoing as educational tools, but this is in the context of appropriate safeguards being in place. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of adults at risk and disabled sportspeople in vulnerable positions.
	2. it is advisable that all clubs be vigilant with any concerns to be reported to the Association Protection Officer.
	3. Official photographers must be registered with the event organiser and wear identification (see EKF Photography Policy). The EKF has a policy of recording authorised camera operators and this is implemented at our National junior and senior championships.
	4. At EKF National/Regional squad events only persons authorised by the EKF may video or take photos for promotional purposes only. No images are allowed to be taken at these events by other persons.
	5. There is a permit charge for an authorised photographer pass. One pass covers both items (camera & video). All passes must be worn while filming or taking snap shots. Where an operator is asked to produce a valid pass and fails to do so, they may be required to leave the premises. This pass is for use in the spectator seating or Balcony areas. It is not for permission to use photographic equipment around the Areas. If this privilege is abused and contradicts the wellbeing, ethics and integrity of which it was intended, the operator will be held responsible and will be required to leave the Sports Hall. Their details will be reported to the proper authority.
2. **Videoing as a coaching aide**
	1. There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. The EKF also follows closely the guidance issued by relevant safeguarding bodies who advise:
* Where athletes are used in promotional material the appropriate consent is obtained, or professional models and/or illustrations are used.
* Avoid using the first name and surname together, of individuals in a photograph
* If the athlete is named, we do not use their photograph without first obtaining the appropriate consent
* If the photograph is used, we do not name the individual without first obtaining the appropriate consent.
1. **Recruitment and training of staff and volunteers**
	1. Advertising will reflect the aims of the EKF key responsibilities of the role, and the necessary experience required.
	2. Our open and positive stance on adults at risk protection and equity will be implicit. Pre-application information will be sent and an application form is necessary for all posts.
	3. Following short-listing, formal interviews will be held and the successful applicant will only be allowed to take up their post and duties once a valid DBS check has been provided to the EKF, and the credentials applicable to the role have been checked.
	4. The EKF recognises that anyone may have the potential to abuse adults at risk and therefore it is mandated that all reasonable steps are taken to ensure unsuitable people are prevented from working with adults at risk. It is essential that the same procedures be used consistently for all posts whether staff are paid or voluntary, full time or part time.

*Pre-selection checks*

* 1. Pre-selection checks must include the following:
* All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
* Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service.
* Two confidential references, which will include one, regarding previous work with adults at risk. These references shall be taken up and confirmed through telephone contact.
* Evidence of identity should be provided (e.g. passport or driving licence with photo).

*Interview and induction*

* 1. All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations within the EKF recruitment and selection policy.
	2. Employees and volunteers should receive formal or informal induction, during which:
* A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
* Their qualifications should be substantiated.
* The job requirements and responsibilities should be clarified.
* They should sign up to the EKF Code of Ethics and Conduct.
* Adults at Risk protection procedures are explained and training needs are identified.

*Existing staff*

* 1. All current EKF staff and officers shall complete a declaration of self-assessment and DBS record check relevant to the position held. It is a requirement of all new Associations to ensure their officers have been suitably DBS checked before they are accepted into membership. This requirement is contained within our application and information pack.
	2. Members of the EKF Board will have their DBS certificates independently reviewed by the Safeguarding Team. The Board will also review the DBS checks of the Safeguarding Team.
	3. All EKF Board Members will (in addition to being DBS checked) undertake Safeguarding Training.
1. **The EKF’s expectation of affiliated Associations**
	1. It is the EKF’s Safeguarding Team and Board decision that all affiliated member associations will comply with the requirements laid out below by December 2023. Help and support to achieve this is available from the EKF Safeguarding Team and any association who fails to meet this criteria but is seen to be actively working towards the required criterion will not be sanctioned. However, active refusal to engage with the below may lead to EKF membership being rescinded.
	2. Associations will need to comply with the following:
* Have a Lead Protection Officer for the Association
	+ The named person should have their contact details displayed on the official association website (e-mail address and telephone number).
	+ Lead to attend official Safeguarding training every 3 years provided by the EKF
	+ Ensure association coaches and instructors are compliant with DBS requirements by keeping and monitoring accurate records
* Have a clear Adult Safeguarding policy document in line with the Safeguarding Code in Martial Arts
	+ The policy should include clear systems and processes for how concerns are received, processed and managed
		- For advice and guidance on how to proceed with cases that arise please contact your local EKF Safeguarding Officer who will assist
	+ The policy must refer to the EKF Safeguarding Team and how to refer a concern accordingly. This may be particularly pertinent if the Lead Protection Officer is the subject of an accusation or complaint or the individual wishes the process to be managed outside of the association
* Have a safeguarding referral form displayed on the website
1. **Safeguarding and Data Protection**
	1. All sports organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).
	2. Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.
	3. Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.
	4. Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a ‘need to know’.
	This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know to help keep the person safe.
	5. The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:
* Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
* Case management meetings can take place to agree to co-ordinate actions by the organisation

	1. There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information
	2. The circumstances when we need to share information without the adult’s consent include those where:
* it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
* you believe they or someone else is at risk, including children.
* you believe the adult is being coerced or is under duress.
* it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
* the adult does not have mental capacity to consent to information being shared about them.
* the person causing harm has care and support needs.
* the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).
	1. When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.
	2. If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

	Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.
1. **DBS Applications**
	1. For individuals wishing to obtain an enhanced DBS certificate, please contact your local council who will provide you with a link/application and details on how to apply via their offices.
	2. Any members applying for DBS checks required by the EKF will be expected to sign up to the DBS Update Service and give the EKF permission to view the details online.
	3. Once you have your DBS certificate registered for the online Update Service, contact your Club or Association Safeguarding Officer and the EKF Safeguarding Team with your certificate number (it starts with 00 and has 12 digits), your date of birth, surname, and stating clearly that you authorise the EKF to perform an online check with your details.
	4. As an organisation using the DBS to help assess the suitability of applicants for positions of trust, the EKF complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 2018 (DPA 2018) and other relevant legislation pertaining to the correct handling, use, storage, retention and disposal of certificate information.
	5. Whilst the EKF actively encourages its members to utilise the online update service for ease and to ensure more robust information governance processes where paper certificates are provided the information will be requested electronically e.g. scanned copy. The scanned copy will be reviewed and once this has been reviewed it will be deleted as required.
	6. Once a recruitment (or other relevant) decision has been made, the EKF do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.
	7. If there are issues with a DBS check, you must contact the EKF Safeguarding Team for further advice and guidance as to next steps.

**Visiting Overseas Instructors**

* 1. The EKF do not require visiting overseas instructors to be DBS checked, but what we require is for all groups to simply establish a code of practice including such items as insuring that any overseas visiting instructors are never left alone with young people or Adults at Risk etc. In some cases that code of practice may require that the host instructor makes clear and outlines any unacceptable cultural practices and codes of behaviour that may cause offence or be unacceptable in the Dojo in the UK. We also advise that your association Child Protection officer, or deputy is present at any training sessions.
1. **Changes to policy**
	1. The EKF reserves the right to amend or vary this Policy where necessary at any time. Any such amendments or variations will take effect from the first date of publication of the amended Policy on the EKF website.

| OTHER RELEVANT / ASSOCIATED DOCUMENTSThe latest version of the documents listed below can all be found via the EKF internet page:<https://www.englishkaratefederation.com/governance/ekf-policies> <https://www.englishkaratefederation.com/the-ekf/inclusivity/coaching-guides>  |
| --- |
| **Unique Identifier** | **Title and web links from the document library** |
| TBC | EKF Whistleblowing Policy |
| TBC | EKF Disciplinary and Legal Commission Policy |
| EKF/POL/003 | EKF Photography and Videoing Policy |
| TBC | EKF Information Governance Policy |
| TBC | EKF Equality, Diversity and Inclusion Policy |
| TBC | EKF Recruitment Policy |
| TBC | EKF Transgender and Transsexual Inclusion Policy |
| TBC | EKF Equality Impact Assessment Toolkit |
| TBC | EKF Social Media Policy |
| EKF/POL/001 | EKF Safeguarding Children Policy |
| TBC | EKF Code of Conduct Policy |
| TBC | EKF Guidance on Discipline Code |
| TBC | EKF Discipline Code |
| EKF/GUIDE/001 | EKF Hearing Impairment Coaching Guide |
| EKF/GUIDE/002 | EKF Down’s Syndrome Coaching Guide |
| EKF/GUIDE/003 | EKF Autism Coaching Guide |
| EKF/GUIDE/004 | EKF Visual Impairment Coaching Guide |
| EKF/GUIDE/005 | EKF Wheelchair User Coaching Guide |
| EKF/GUIDE/006 | EKF Inclusive Competition Guide |

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| Supporting references/evidence based documents |
| Every effort been made to review/consider the latest evidence to support this document?  | Yes  |
| **If ‘Yes’, full references are shown below:** |
| **Number** | **References** |
| 1 | No specific references required for this policy  |

| Definitions/Glossary of Terms |
| --- |
| **Abbreviation or Term** | **Definition** |
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| ConsultationEnter the names and roles of the stakeholders that have contributed to the document |
| **Name/Meeting** | **Job Title** | **Date Consulted** |
| Ann Craft Trust | CEO | June 2023 |
| EKF Safeguarding Team | Lead Protection Officer and EKF Safeguarding Officers | June 2023 |

| Distribution and Communication Plan |
| --- |
| Dissemination lead: | EKF Lead Child Protection Officer |
| Previous document already being used? |  |
| If yes, in what format and where? |  |
| Proposed action to retrieve out-of-date copies of the document: |  |
| **To be disseminated to:** |  |
| Proposed actions to communicate the document contents: |  |

|  |
| --- |
| TRAININGIs training required to be given due to the introduction of this procedural document?  **No****If ‘Yes’, training is shown below:** |
| **Action by** | **Action required** | **To be completed (date)** |
|  |  |  |
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| --- |
| Amendment history and version control |
| **Version No.** | **Date of Issue** | **Page/Selection Changed** | **Description of Change** | **Review Date** |
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# Appendix N: Monitoring Compliance

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| **Section to be monitored** | **Methodology (incl. data source)** | **Frequency** | **Reviewed by** | **Group / Committee to be escalated to (if applicable)** |
| DBS checks for EKF staff, coaches and other relevant personnel  | Audit to be undertaken by EKF Safeguarding Team  | Upon appointment and then annual review  | Safeguarding Committee  | Board of Directors  |
| DBS checks for Association personnel  | Audit to be undertaken by EKF Safeguarding Team  | Monthly (rolling schedule)  | Safeguarding Committee  | Board of Directors  |
| EKF’s expectations to comply with the policy by end of December 2023 and thus automatically fulfilling the criteria for Safeguarding Code in Martial Arts  | Audit of Associations  | Annual  | Safeguarding Committee  | Board of Directors  |
| Training for EKF personnel  | Review of training records/compliance and induction paperwork  | 3 months after appointment  | Safeguarding Committee  | EKF President  |
| Training for Association Safeguarding Officers  | Review of training records/compliance  | 3 yearly  | Safeguarding Committee  | Board of Directors  |
| Incident management process  | As per Terms of Reference  | Monthly  | Safeguarding Committee  | Board of Directors  |

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# Appendix O: Values and Behaviours Framework

To help create a great place to work, volunteer and a great place to be undertake karate, it is essential that EKF policies and procedures support our values and behaviours. This document, when used effectively, can help promote a culture that is truly respectful and inclusive, where we are compassionate towards each other, and with our ambitious drive we truly support an open, honest and transparent culture.

Organisational values drive the way we influence, how we interact with each other, and how we work together to achieve results. Organisational values are not descriptions of the work we do or the strategies we employ to accomplish our mission, they are the unseen drivers of our behaviour, based on our deeply held beliefs that drive decision-making.

They underpin everything we do and the EKF expects our Members to continue to reflect these values in the way they work – within their Associations, across the Federation and within our communities.

# Appendix N: Equality & Diversity Impact Assessment Tool

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|  | Logo  Description automatically generated |
| Equality Impact Assessment Form |
| Department/Function | Safeguarding |
| Lead Assessor | Lead Protection Officer |
| What is being assessed? | Safeguarding Adults at Risk Policy |
| Date of assessment | June 2023 |
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| 1. **What is the impact on the following protected characteristics/groups?**
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| **Positive:*** Advance Equality of opportunity
* Foster good relations between different groups
* Address explicit needs of Equality target groups
 | **Negative:*** Unlawful discrimination / harassment / victimisation
* Failure to address explicit needs of Equality target groups
 | **Neutral:*** It is quite acceptable for the assessment to come out as Neutral Impact.
* Be sure you can justify this decision with clear reasons and evidence if you are challenged
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| **Equality Groups** | **Impact****(Positive / Negative / Neutral)** | **Comments*** Provide brief description of the positive / negative impact identified benefits to the equality group.
* Is any impact identified intended or legal?
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| **Race** (All ethnic groups) | Positive  | Provides specific advice and guidance surrounding protected characteristic  |
| **Disability**(Including physical and mental impairments) | Positive  | As above  |
| **Sex**  | Positive  | Actively promotes violence against women and girls with championing of WKF scheme and includes specific reference to FGM and breast flattening/ironing  |
| **Gender reassignment** | Positive  | Provides specific advice and guidance surrounding protected characteristic  |
| **Religion or Belief** | Positive  | Provides specific advice and guidance surrounding protected characteristic  |
| **Sexual orientation** | Positive  | Provides specific advice and guidance surrounding protected characteristic  |
| **Age** | Neutral  | Ensures that all children, regardless of age are appropriately safeguarded  |
| **Marriage and Civil Partnership** | Neutral  | N.A  |
| **Pregnancy and maternity** | Neutral  | N.A  |
| **Other** (e.g. carers, veterans, people from a low socioeconomic background, people with diverse gender identities, human rights) | Positive  | Actively promotes human rights and makes specific reference to those with diverse gender identities  |

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| 1. In what ways does any impact identified contribute to or hinder promoting equality and diversity across the EKF?
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| 1. If your assessment identifies a negative impact on Equality Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.**
* This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups
* This should be reviewed annually.
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| Action Plan Summary |
| **Action** | **Lead** | **Timescale** |
| N.A | N.A | N.A |