

Safeguarding Adults at Risk Policy



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English Karate Federation CIC

Registered Company Number 16280440

Version No: 4.0

Next Review Date: May 2027

ID No. SFG/POL/002

Title: Safeguarding Adults at Risk Policy

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1. Purpose

- 1.1. The purpose of this policy is to set out the English Karate Federation's (EKF) approach to safeguarding adults at risk and to ensure that appropriate systems and processes are in place to protect individuals from abuse, harm and poor practice.
- 1.2. This policy outlines the responsibilities of all staff, volunteers, coaches, officials and affiliated members in relation to safeguarding adults at risk.
- 1.3. The EKF is committed to creating an environment in which adults at risk can participate in karate safely, with dignity and respect, and where concerns are identified and responded to appropriately.
- 1.4. The EKF is committed to working in partnership with all agencies to ensure best practice when working with adults at risk.
- 1.5. This policy supports the EKF's duty of care and aligns with relevant legislation and national safeguarding guidance, including the Care Act 2014.

2. Scope

- 2.1. This policy applies to all individuals involved in the English Karate Federation, including Board members, staff, coaches, volunteers, officials and members.
- 2.2. The policy applies to all EKF activities, including training, competitions, events and any other activity delivered under the EKF banner.
- 2.3. This policy also applies to affiliated Associations and clubs, who are required to adopt and implement safeguarding arrangements in line with EKF standards.
- 2.4. The policy applies to all concerns relating to the safety and wellbeing of adults at risk, whether these arise within karate or in the wider community.
- 2.5. The EKF expects partner organisations, suppliers and any third parties working with the EKF to demonstrate a commitment to safeguarding adults at risk in line with this policy.

3. Policy Statement

- 3.1. The EKF has a duty of care to safeguard all adults at risk involved in karate from abuse, harm and poor practice.
- 3.2. The EKF will take all reasonable steps to ensure that:
 - The welfare of adults at risk is prioritised at all times
 - All individuals are treated with dignity and respect
 - Safeguarding concerns are taken seriously and acted upon appropriately
 - Appropriate action is taken to prevent abuse and minimise risk
- 3.3. The EKF recognises that safeguarding adults differs from safeguarding children and is underpinned by principles of empowerment, choice and proportionality.
- 3.4. The EKF is committed to working in partnership with statutory agencies and other relevant organisations to safeguard adults at risk effectively
- 3.5. The EKF will ensure that all staff, volunteers and members understand their safeguarding responsibilities and are supported to fulfil them.

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3.6. Failure to comply with this policy may result in disciplinary action in accordance with EKF procedures.

4. Roles and Responsibilities

4.1. Safeguarding adults at risk requires clear accountability across all levels of the organisation. The EKF is committed to a person-centred approach that respects individual rights, autonomy and choice, whilst ensuring that concerns are identified and managed appropriately.

Role	Responsibility
EKF Board of Directors	<p>The EKF Board of Directors will ensure that effective governance arrangements are in place to safeguard adults at risk.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Ensuring that safeguarding policies and procedures are in place and regularly reviewed • Receiving assurance on safeguarding performance, risks, incidents and compliance • Promoting a culture of openness, accountability and continuous improvement • Ensuring sufficient resources are in place to support safeguarding activity
EKF Lead Protection Officer	<p>The Lead Protection Officer has overall responsibility for safeguarding within the EKF, including adults at risk.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Providing strategic leadership and oversight of safeguarding arrangements • Acting as the primary point of contact for safeguarding matters • Ensuring that concerns are managed appropriately, consistently and proportionately • Ensuring that safeguarding responses respect the individual's rights, wishes and level of capacity • Ensuring appropriate escalation to statutory agencies where required • Promoting a person-centred approach in line with safeguarding best practice • Reporting to the Safeguarding Committee and Board of Directors
EKF Safeguarding Team	<p>The EKF Safeguarding Team is responsible for the operational management of safeguarding.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Receiving, assessing and managing safeguarding concerns • Considering mental capacity, consent and proportionality when managing cases • Providing advice and guidance to Associations and clubs • Supporting investigations and case management • Maintaining accurate, secure and confidential records • Monitoring safeguarding activity, themes and emerging risks • Supporting the delivery of safeguarding training
EKF Safeguarding Committee	<p>The EKF Safeguarding Committee provides oversight and assurance in relation to safeguarding adults at risk.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Monitoring safeguarding performance, risks and compliance • Reviewing trends, themes and learning from safeguarding activity

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	<ul style="list-style-type: none"> • Providing assurance to the Board of Directors • Supporting the development and review of safeguarding policies • Promoting a culture of continuous improvement
EKF Case Management Group	<p>The EKF Case Management Group is responsible for the oversight and management of individual safeguarding cases. This includes:</p> <ul style="list-style-type: none"> • Reviewing and assessing safeguarding cases • Determining appropriate levels of risk and action • Ensuring decisions are proportionate and reflect the individual's wishes where appropriate • Considering mental capacity and best interests where required • Ensuring cases are managed fairly, consistently and within appropriate timescales • Making recommendations regarding disciplinary action where required
Affiliated Associations and Clubs	<p>Affiliated Associations and clubs are responsible for implementing this policy within their own organisations. This includes:</p> <ul style="list-style-type: none"> • Ensuring safeguarding policies and procedures are in place and aligned with EKF standards • Promoting safeguarding awareness and good practice • Supporting adults at risk to make informed decisions about their participation and safety • Reporting concerns promptly in line with EKF procedures • Supporting a safe, inclusive and respectful environment
Association Safeguarding Officers	<p>Association Safeguarding Officers play a key role in safeguarding at a local level. They are responsible for:</p> <ul style="list-style-type: none"> • Acting as the first point of contact for safeguarding concerns within their Association • Ensuring concerns are reported to the EKF Safeguarding Team • Supporting individuals to raise concerns • Maintaining appropriate safeguarding records • Promoting awareness and training within their organisation
Coaches, Officials and Volunteers	<p>Coaches, officials and volunteers must:</p> <ul style="list-style-type: none"> • Comply with this policy and associated safeguarding guidance • Maintain appropriate professional boundaries at all times • Respect the rights, dignity and autonomy of adults at risk • Support individuals to make their own decisions wherever possible • Recognise and report safeguarding concerns • Challenge poor practice and inappropriate behaviour
Parents, Carers and Participants	<p>Parents, carers and participants are expected to:</p> <ul style="list-style-type: none"> • Act in accordance with EKF policies and Codes of Conduct • Promote a safe and respectful environment • Raise concerns where necessary
All members	<p>All individuals involved in EKF activity must:</p> <ul style="list-style-type: none"> • Take responsibility for safeguarding and promoting the welfare of adults at risk • Act in accordance with EKF policies and procedures • Report concerns without delay <p>Failure to fulfil these responsibilities may result in action under EKF disciplinary procedures.</p>

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5. Principles of Adult Safeguarding

5.1. There are 6 principles associated with Adult Safeguarding. These are also enshrined in The Care Act 2014 and include:

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.

6. Definition of an Adult at risk

An Adult at risk is:

England (Care Act 2014)
<p>An adult at risk is an individual aged 18 years and over who:</p> <p>(a) has needs for care and support (whether the local authority is meeting any of those needs) AND;</p> <p>(b) is experiencing, or at risk of, abuse or neglect, AND;</p> <p>(c) because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.</p>

7. Policy implementation

7.1. 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.
- 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.

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8. Mental Capacity and Decision Making

- 8.1. The EKF recognises that adults have the right to make their own decisions and must be assumed to have mental capacity unless it is established otherwise.
- 8.2. Mental capacity refers to a person's ability to make a specific decision at the time it is required. To do this, an individual must be able to:
- Understand the information relevant to the decision
 - Retain that information
 - Weigh up the information as part of the decision-making process
 - Communicate their decision
- 8.3. A person's ability to make decisions may be affected by factors such as learning disability, mental health needs, acquired brain injury, illness or the effects of medication.
- 8.4. Where an individual requires support to make a decision, this must be provided wherever possible to enable them to make their own informed choices.
- 8.5. If a person is assessed as lacking mental capacity for a specific decision, any decision made on their behalf must:
- Be made in their best interests
 - Take into account their wishes, feelings and preferences
 - Be the least restrictive option
- 8.6. Mental capacity must be considered in all safeguarding situations. Where there are concerns that an adult at risk may be unable to make decisions relating to their safety or wellbeing, appropriate referrals must be made to relevant agencies.
- 8.7. There may be circumstances where immediate action is required to safeguard an individual who lacks capacity. In such cases, proportionate action may be taken to reduce risk, including sharing information or restricting contact with individuals causing harm.

9. Person Centred Safeguarding/ Making Safeguarding Personal

- 9.1. The EKF recognises that adult safeguarding is underpinned by a person-centred approach, which places the individual at the centre of all safeguarding activity.
- 9.2. Adults have the right to make their own decisions, including decisions that may involve a degree of risk. Safeguarding responses must respect this autonomy wherever possible.
- 9.3. Making Safeguarding Personal means:
- Engaging with the individual to understand what matters to them
 - Considering their views, wishes and desired outcomes
 - Supporting them to make informed decisions about their own safety and wellbeing
- 9.4. Safeguarding actions should be proportionate and focused on achieving outcomes that are meaningful to the individual.
- 9.5. Where an individual has difficulty expressing their views, appropriate support should be provided, including access to an advocate where necessary.

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Table 1 The Principles of Adult Safeguarding in England

<p>England (Care Act 2014)</p> <p>The Act's principles are:</p> <ul style="list-style-type: none"> ● 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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10. Wellbeing Principle

- 10.1. The EKF recognises that promoting wellbeing is central to safeguarding adults at risk and is a key principle of the Care Act 2014.
- 10.2. Wellbeing includes an individual's physical and mental health, relationships, independence and participation in community life.
- 10.3. Safeguarding actions must support individuals to live free from abuse and neglect while respecting their rights, dignity and independence.
- 10.4. Any action taken to safeguard an adult must be proportionate and take into account the individual's overall wellbeing.

11. Multi-Agency Working

- 11.1. The EKF recognises that effective safeguarding requires partnership working with statutory agencies and other organisations.
- 11.2. The Local Authority has the lead responsibility for safeguarding adults; however, the EKF will work collaboratively with relevant agencies, including the Police and health services.
- 11.3. This may include:
 - Sharing relevant information to support safeguarding enquiries
 - Providing a safe environment for individuals to engage with professionals
 - Attending safeguarding meetings where appropriate
 - Coordinating internal processes with external investigations
 - Supporting the implementation of safeguarding plans

12. Safeguarding Adults Legislation

- 12.1. The EKF operates within the framework of relevant legislation and statutory guidance relating to safeguarding adults.
- 12.2. Key legislation includes;
 - The Care Act 2014
 - The Human Rights Act 1998

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- The Mental Capacity Act 2005
- The Data Protection Act 2018 and UK GDPR

12.3. The EKF will ensure that its safeguarding practices are aligned with current legislation and national guidance.

13. Para-karate

- 13.1. The EKF is committed to ensuring that adults at risk, including those with disabilities, are able to participate in karate safely and inclusively.
- 13.2. Appropriate adjustments should be made to support participation and to ensure safeguarding needs are met.
- 13.3. Further guidance is available via EKF coaching and inclusion resources.

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

14. Who can abuse?

- 14.1. Abuse or neglect of adults at risk can be carried out by anyone, including family members, carers, staff, volunteers, other participants or members of the public.
- 14.2. Abuse can occur in any setting, including within sport, and all concerns must be taken seriously regardless of who is involved.

15. 10 Types of abuse

15.1. The Care Act 2014 documents that there are 10 differing types of abuse. For a detailed breakdown on the types of abuse please refer to the below hyperlinked document.

LINK

- 15.2. Abuse is a violation of an individual’s human and civil rights and may consist of a single act or repeated acts.
- 15.3. Abuse can occur in any setting and may be perpetrated by anyone.

15.4. The main categories of abuse include:

- Physical abuse
- Emotional/Psychological abuse
- Sexual abuse
- Neglect or acts of omission
- Financial or material abuse
- Discriminatory abuse
- Organisational abuse
- Domestic abuse
- Modern slavery
- Self-neglect

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15.5. Individuals may experience more than one type of abuse at the same time

16. Other types of abuse

16.1. 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:

- Cyber-Bullying
- Forced Marriage
- Mate Crime
- Radicalisation

17. Signs and Indicators of Abuse

17.1. 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

17.2. 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.

18. Responding to Concerns

18.1. 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.

18.2. 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

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Officer or the EKF Safeguarding Team. The EKF Safeguarding Team can be contacted by e-mail at: safeguardingteam@englishkaratefederation.com.

18.3. 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

19. Confidentiality

19.1. 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)

20. Internal inquiries and suspensions

20.1. All internal safeguarding inquiries will be overseen by the EKF Lead Safeguarding Officer

20.2. Any suspension will be managed in accordance with the EKF Disciplinary Policy.

20.3. The welfare of the adult will remain the primary consideration throughout.

21. Support to deal with the aftermath of abuse

21.1. Consideration should be given to the support needs of the adult at risk, their families and those

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involved.

21.2. This may include access to helplines, counselling services and other support networks.

21.3. Appropriate support should also be considered for individuals subject to allegations.

22. Allegations of previous abuse

22.1. 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.

23. The EKF's expectation of affiliated Members

23.1. All EKF affiliated Associations and Clubs are required to implement and comply with this policy.

23.2. Associations must:

- Appoint a suitably trained Child Protection Officer
- Ensure safeguarding contact details are publicly available
- Maintain up-to-date DBS records
- Implement safeguarding policies aligned to EKF standards
- Promote safeguarding awareness within their organisations

23.3. The EKF will provide support and guidance to Associations. However, failure to engage with safeguarding requirements may result in formal action, including removal of affiliation.

24. Safeguarding Code In Martial Arts

24.1. The Safeguarding Code in Martial Arts has been created to reward martial arts club/organisations and individuals who exercise good safeguarding practice in their delivery. It helps to demonstrate that you work to protect the children, young people and adults that are involved in your activities, as well as those coaches/instructors who are working with them.

24.2. The Safeguarding Code in Martial Arts "mark" has been created so that parents/carers and educational establishments can clearly identify who has successfully signed up to the Safeguarding Code. Those who have been awarded the "mark" can use the logo on their promotional material (inc website, social media), their governing documents, policies and procedures, as well as their official stationery.

24.3. The EKF is committed to meeting the standards set out within the Safeguarding Code in Martial Arts and expects all affiliated organisations to work towards and maintain compliance.

25. Safeguarding and Data Protection

25.1. The EKF processes personal data in accordance with the Data Protection Act 2018 and UK GDPR.

25.2. Safeguarding and data protection are not mutually exclusive. Information may be shared without consent where it is necessary to protect a child from harm or where there is a legal basis to do so.

25.3. All safeguarding information must be:

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- Handled sensitively
- Shared on a need-to-know basis
- Stored securely

25.4. Further detail is set out in the EKF Information Governance Policy and supporting guidance.

26. Changes to policy

- 26.1. 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.
- 26.2. The policy will be reviewed annually by the EKF LCPO before validation at the EKF Safeguarding Committee and ratification at the Board of Directors meeting.
- 26.3. There are circumstances in which the policy will be reviewed earlier than the schedule time period. These include:
- Any changes in legislation or government guidance
 - As a consequence of a significant event/incident
 - As instructed by Sport England or other relevant bodies

27. Other relevant/associated documents

The 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>

Title
EKF Safer Recruitment Policy
EKF Safe Practice Policy
EKF Whistleblowing Policy
EKF Disciplinary and Legal Commission Policy
EKF Photography and Videoing Policy
EKF Information Governance Policy
EKF Equality, Diversity and Inclusion Policy
EKF Recruitment Policy
EKF Transgender and Transsexual Inclusion Policy
EKF Equality Impact Assessment Toolkit
EKF Social Media Policy
EKF Adults at Risk Policy
EKF Code of Conduct Policy
EKF Guidance on Discipline Code
EKF Discipline Code
EKF Hearing Impairment Coaching Guide
EKF Down's Syndrome Coaching Guide
EKF Autism Coaching Guide
EKF Visual Impairment Coaching Guide
EKF Wheelchair User Coaching Guide
EKF Inclusive Competition Guide

28. 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:

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Number	References
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2	Care and Support Statutory Guidance (DHSC)
3	The Mental Capacity Act 2005
4	The Human Rights Act 1998
5	The Data Protection Act 2018 and UK GDPR
6	Safeguarding Code in Martial Arts
7	Ann Craft Trust – Safeguarding Adults in Sport Guidance

29. Definitions/Glossary of Terms	
Abbreviation or Term	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.
Physical abuse	Includes hitting, slapping, pushing, misuse of medication, inappropriate restraint or the infliction of physical harm.
Emotional/Psychological abuse	Includes threats, humiliation, intimidation, coercive behaviour, controlling behaviour, isolation or verbal abuse.
Sexual abuse	Includes rape, sexual assault, inappropriate touching, sexual harassment or exploitation.
Neglect or acts of omission	Includes ignoring medical or physical care needs, failing to provide access to appropriate services, or withholding basic necessities such as food, shelter or medication.
Financial or material abuse	Includes theft, fraud, exploitation, coercion in relation to financial matters, or misuse of property or possessions.
Discriminatory abuse	Includes harassment, slurs or unequal treatment based on protected characteristics such as race, gender, disability, religion, sexual orientation or age

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29. Definitions/Glossary of Terms	
Organisational abuse	Includes poor practice, neglect or abuse within an organisation or care setting, including where systems or processes fail to protect individuals.
Domestic abuse	Includes psychological, physical, sexual, financial or emotional abuse by a partner, family member or person with whom there is a close relationship.
Modern slavery	Includes human trafficking, forced labour, domestic servitude or exploitation.
Self-neglect	Includes a failure to care for one's personal hygiene, health or surroundings, which may result in significant risk to wellbeing.

30. Consultation	
Enter the names and roles of the stakeholders that have contributed to the document	
Person, meeting or organisation consulted with	Date Consulted
EKF Board of Directors meeting	May 2026
Ann Craft Trust	June 2023

31. Distribution and Communication Plan	
Dissemination lead:	Lead Protection Officer
Previous document already being used?	Yes
If yes, in what format and where?	Website and previously e-mailed out to Heads of Association
Proposed action to retrieve out-of-date copies of the document:	Outdated versions will be removed from the EKF website and replaced with the current version. Updated versions will be re-circulated to all relevant stakeholders.
To be disseminated to:	Outdated versions will be removed from the EKF website and replaced with the current version. Updated versions will be re-circulated to all relevant stakeholders.
Proposed actions to communicate the document contents	The policy will be published on the EKF website and communicated via formal channels, including direct communication to Associations. Awareness will be promoted through safeguarding briefings, meetings and training sessions to ensure understanding and implementation.

32. Training		
Is training required to be given due to the introduction of this procedural document? Yes		
If 'Yes', training is shown below:		
Action by	Action required	To be completed (date)
Lead Safeguarding Officer	Provide safeguarding awareness training to the EKF Board of Directors	Annually
EKF Safeguarding Team in conjunction with Ann Craft Trust	Deliver safeguarding training to EKF Safeguarding Officers and Association Safeguarding Officers	Minimum every 3 years (or in line with national guidance)
EKF Safeguarding Team	Provide or coordinate safeguarding training for coaches, officials and volunteers appropriate to their role	Ongoing, with a minimum 3-year refresh

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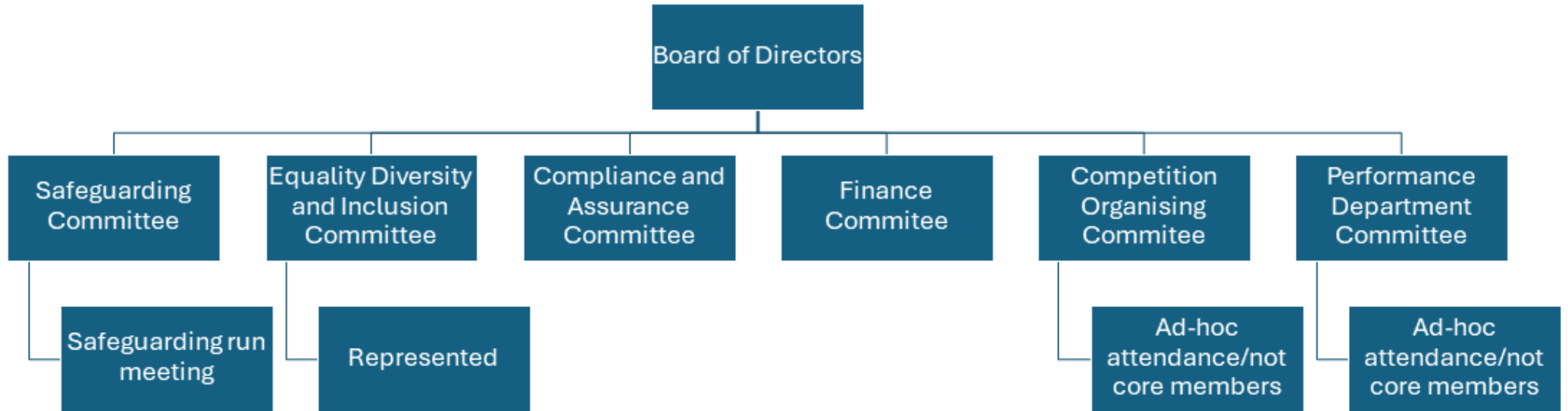
Association Safeguarding Officers	Ensure all coaches, officials and volunteers within their Association have completed appropriate safeguarding training	Ongoing
EKF Safeguarding Team	Maintain oversight of safeguarding training compliance and report to the Safeguarding Committee and Board of Directors	Quarterly

33. Amendment history and version control

Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
4.0	May 2026	Multiple changes	Separation of policies to have distinct policies for recruitment, bullying, lower level concerns. Streamlining of policy to aide usability.	May 2027

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Appendix A: EKF Committee and Meeting Structure Organogram



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Appendix B – EKF Safeguarding Committee Terms of Reference

English Karate Federation (EKF) Safeguarding Committee Terms of Reference

Title:	EKF Safeguarding Committee
Date approved and approving body:	Reviewed at the EKF Board of Directors meeting in May 2026.
Constitution and establishment:	The Safeguarding Committee has been constituted under the authority of the EKF Board of Directors meeting.
Accountability:	This meeting has been established by the EKF Board of Directors meeting to provide specific oversight on all aspects of safeguarding both children and adults at risk to provide assurance to the Board that issues and risks are being effectively managed.
Purpose:	<p>The Safeguarding Committee’s purpose shall be:</p> <ul style="list-style-type: none"> • To advise others within the EKF about actions they may need to take, such as initiating disciplinary procedures. • To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures. • Review compliance against the EKF’s policies and recommend supportive action or disciplinary action where required • To gather evidence as to the effectiveness of safeguarding arrangements within the EKF (as a national governing body and within Associations) • Review DBS checks for all appointees and undertake spot check audits as per safeguarding policy • To co-ordinate learning and improvement safeguarding activity by identifying strengths and weaknesses in safeguarding practice within the EKF. Together with implementing learning from local and national learning activity this will include the implementation of action plans from inspections, serious case reviews/multi-agency reviews etc. <p>The Committee is also authorised by the EKF Board of Directors to:</p> <ul style="list-style-type: none"> • Investigate any activity within its Terms of Reference • Validate policies and procedures for which it has responsibility (either directly or indirectly) • Promote an enquiring and learning organisation and culture which is open and transparent <p>The Committee provides assurance to the Board of Directors that safeguarding risks are identified, managed and escalated appropriately.</p>

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<p>Duties</p>	<ul style="list-style-type: none"> • Escalate significant safeguarding risks or concerns to the Board of Directors • Provide oversight of safeguarding risk management and assurance processes • Ensure learning from incidents, reviews and external guidance is embedded into practice 																
<p>Membership:</p>	<p>Membership of the Group is set out below and has been determined based on our principle of having the right people, with the right skills in the right meeting.</p> <p>The Lead Protection Officer for the EKF acts as the Chair of this Group. The Vice-Chair will be deputised by the Director of Compliance and Assurance.</p> <p>In the absence of the Chair and Vice-Chair, a decision will be taken in advance of the meeting as to who will Chair that meeting. Each member is required to nominate an alternate to attend in their absence.</p> <p>Other EKF staff may be invited to attend the meetings periodically where they are responsible for or can contribute to items on the agenda e.g. Chaperones prior and post-international competition.</p> <table border="1" data-bbox="400 824 1449 1240"> <thead> <tr> <th style="background-color: #008000; color: white;">Core Members</th> <th style="background-color: #008000; color: white;">Other members to be co-opted as required</th> </tr> </thead> <tbody> <tr> <td>EKF LPO (Chair)</td> <td>Performance Directors (Kata and Kumite)</td> </tr> <tr> <td>EKF Compliance and Assurance Director (Vice-Chair)</td> <td>Association Safeguarding Officers</td> </tr> <tr> <td>EKF Safeguarding Officer</td> <td>Chaperones for international competitions</td> </tr> <tr> <td>EKF Safeguarding Officer</td> <td>Competition organisers</td> </tr> <tr> <td>EKF Safeguarding Officer</td> <td>EKF Medical staff</td> </tr> <tr> <td>EKF Equality, Diversity and Inclusion Director</td> <td>Head National Coaches, Assistant National Coaches and Regional Coaches</td> </tr> <tr> <td>Administrator (Minutes)</td> <td>Others as required</td> </tr> </tbody> </table> <p>All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the Committee.</p> <p>All members of the committee shall be current EKF staff members or Board members and when required an external/independent person can be co-opted to support specific topics.</p> <p>Where appropriate, independent or external safeguarding expertise may be co-opted to support the Committee.</p> <p>All members of the committee shall adhere to the principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.</p>	Core Members	Other members to be co-opted as required	EKF LPO (Chair)	Performance Directors (Kata and Kumite)	EKF Compliance and Assurance Director (Vice-Chair)	Association Safeguarding Officers	EKF Safeguarding Officer	Chaperones for international competitions	EKF Safeguarding Officer	Competition organisers	EKF Safeguarding Officer	EKF Medical staff	EKF Equality, Diversity and Inclusion Director	Head National Coaches, Assistant National Coaches and Regional Coaches	Administrator (Minutes)	Others as required
Core Members	Other members to be co-opted as required																
EKF LPO (Chair)	Performance Directors (Kata and Kumite)																
EKF Compliance and Assurance Director (Vice-Chair)	Association Safeguarding Officers																
EKF Safeguarding Officer	Chaperones for international competitions																
EKF Safeguarding Officer	Competition organisers																
EKF Safeguarding Officer	EKF Medical staff																
EKF Equality, Diversity and Inclusion Director	Head National Coaches, Assistant National Coaches and Regional Coaches																
Administrator (Minutes)	Others as required																
<p>Responsibility of Members and Attendees</p>	<p>Members of the group have a responsibility to:</p> <ul style="list-style-type: none"> • Attend meetings having read all the papers beforehand and as appropriate; • Act as 'champions', disseminating information and good practice as appropriate; 																

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<p style="text-align: center;"><i>Do you have the up-to-date version? See the website for the latest version</i></p>	

	<ul style="list-style-type: none"> • If unable to attend, send their apologies to the Chair prior to the meeting and, if appropriate, seek the approval of the Chair to send a deputy to attend on their behalf; • When matters are discussed in confidence at the meeting, to maintain such confidences; • Declare any conflicts of interest/potential conflicts of interest in accordance with EKF policy
Quorum:	<p>A Quorum will comprise:</p> <ul style="list-style-type: none"> • Chair or Vice-Chair • 2 of the Safeguarding Officers • 1 EKF Director <p>At least one safeguarding-trained member must be present.</p> <p>In the event that a quorum is not present, the meeting will continue but non-quoracy must be highlighted to the Board of Directors through the meeting escalation report</p>
Reporting sub-groups:	<p>The EKF Safeguarding Committee meeting may, at the discretion of the EKF Board, establish sub-groups as required.</p> <p>The Committee will provide regular assurance reports to the Board of Directors, including escalation of risks, themes and areas of concern.</p> <p>The EKF Safeguarding Committee will report directly to the EKF Board of Directors via a Chair's Report to facilitate effective oversight and escalation processes.</p> <p>There will also be Safeguarding representation on other EKF Committees as required.</p>
Communication:	<p>The Safeguarding administrator will be responsible for:</p> <ul style="list-style-type: none"> • Ensuring that an annual schedule of meetings is in place and that invitation are issued • Preparing the agenda for the meeting on behalf of the Chair • Collating and circulating the papers • Taking the minutes of the meeting and circulating these to members • Maintaining and updating the action log <p>Papers will be circulated 1 week in advance of the meeting to allow attendees the opportunity to read them. Any late papers will only be included with the consent of the Chair. In the event that papers are not provided, this will be escalated as required via the Chair's escalation report.</p>
Frequency of meetings:	<p>The EKF Safeguarding Committee will take place each month at a time that meets the commitments of attendees and allows a written escalation report to be produced in time for circulation of the EKF Board of Directors meeting.</p>

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Agenda and notes/ action points:	<p>The agenda will follow a standard format and an annual cycle of business.</p> <p>An action log will be maintained, and actions reviewed at the start of each meeting. Those identified with an action will be expected to progress that action outside of the meeting and submit progress/ completion ahead of the following meeting.</p>
Attendance at meetings:	<p>In line with our values of being open and transparent and taking accountability, all members are expected to attend the meeting for its duration to maximise meeting effectiveness and attendance will be monitored.</p>
Meeting Conduct and Effectiveness	<p>In line with our value to be respectful and inclusive, the Chair will take the lead in ensuring that the challenge is constructive and professional and that all members have the opportunity to contribute to the discussion.</p> <p>The Chair is responsible for ensuring that meetings are conducted in such a way that the duties set out in these Terms of Reference are met.</p>
Decision Making	<p>The EKF Safeguarding Committee has limited approval powers as accountability rests with the Board of Directors however decisions can be made in relation to any specific matters falling within the remit of the Safeguarding Team..</p> <p>Wherever possible members of the group will seek to make decisions and recommendations based on consensus.</p> <p>Where this is not possible, the Chair of the meeting will ask for members to vote using a show of hands, provided that nothing in the way the business is conducted is prohibited by rules and regulations of the EKF e.g. Conflicts of Interest.</p> <p>In the event of a formal vote, the Chair will clarify what members are being asked to vote on – the ‘motion’. Subject to the meeting being quorate a simple majority of members present will prevail. In the event of a tied vote, the Chair of the meeting will have the deciding vote.</p> <p>Only the members of the group present at the meeting will be eligible to vote. Members not present, non-voting deputies and attendees will not be permitted to vote, nor will proxy voting be permitted. The outcome of the vote, including the details of those members who voted in favour or against the motion and those who abstained, shall be recorded in the minutes of the meeting</p> <p>Decisions will be informed by safeguarding principles and the best interests of the child or adult at risk.</p>
Reporting Responsibilities:	<p>The meeting will report to the EKF Board of Directors on a monthly basis via the Chair’s Report detailing positive and negative escalations. Minutes will also be shared with the Board of Directors.</p>

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Review:	<p>These Terms of Reference will be reviewed every 12 months at the January meeting and will be presented to the Board of Directors for ratification. Any material changes, such as change of duties/Chair must be approved by the Board of Directors.</p> <p>These Terms of Reference will be reviewed in January 2026.</p>
ID No:	SFG/TOR/001
Version Number:	1.0
Author /Contact:	Lead Protection Officer

English Karate Federation Ltd	ID No. SFG/POL/002
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Appendix C – EKF Safeguarding Case Management Group Terms of Reference

English Karate Federation (EKF) Case Management Group Terms of Reference

Title:	EKF Case Management Terms of Reference
Date approved and approving body:	Reviewed at the EKF Board of Directors meeting in May 2026.
Constitution, establishment and accountability	This meeting has been established by the EKF Safeguarding Committee and EKF Board of Directors to review individual safeguarding cases for both children and adults at risk.
Purpose:	<p>The Case Management Group is responsible for ensuring that all allegations, incidents or referrals related to the safeguarding of children and young people are dealt with fairly and equitably within appropriate timescales. This includes disclosure and barring records disclosure information being considered and decided on a consistent and equitable basis.</p> <p>The welfare of the child/adult at risk will be the primary consideration in all decisions.</p>
Duties	<p>In particular and without limiting that responsibility, the Case Management Group shall:</p> <ul style="list-style-type: none"> • Inform the appropriate statutory agency (the police and/or the Local Authority Children’s Social Care Department) where a report is made relating to concerns about suspected or actual abuse of a child/young person, and to comply with any directions or requirements they may make regarding the case. • Give direction where appropriate to the Safeguarding/Child Protection team (or officer) as to the level of cases - as high risk, medium risk or low risk. • Give direction where appropriate as to the level at which a case is to be managed. • Determine where appropriate which cases the Case Management Group need to be directly involved with and advising on what level of investigation should be undertaken. Decisions as to the route a case should take will be made within 72 hours (3 working days) of the initial report. • These decisions will be made outside the Safeguarding Committee but will be reviewed as a standing agenda item at each monthly meeting where a review to ascertain whether the appropriate route was made in retrospect and updates on each case is received • To make initial decisions as to what level each case will be dealt with i.e., minor poor practice which may be referred back to an Association or club complaints/disciplinary procedure with advice; or suspected abuse of a child or adult at risk which requires dealing with at a national level through disciplinary procedures. These initial decisions will be taken within 7 days of the initial report. • Analyse any reports commissioned and determine whether any further actions are required. • Make initial decisions regarding risk from the information received and determine how such risks are to be managed. • Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures. • Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport. ix) Consider any criminal records disclosure information in accordance with the EKF Recruitment Policy. Any disclosures which contain “non-conviction information” should be considered by the Case Management Group

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	<ul style="list-style-type: none"> Advise generally on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols. Advise on referrals of individuals to the Disclosure and Barring Service Ensure decisions are made independently, fairly and without conflict of interest. Risk levels will be reviewed throughout the lifecycle of the case. 										
Membership:	<p>Membership of the Group is set out below and has been determined based on our principle of having the right people, with the right skills in the right meeting.</p> <p>The Lead Protection Officer for the EKF acts as the Chair of this Group. In the absence of the Chair and Vice-Chair, a decision will be taken in advance of the meeting as to who will Chair that meeting but this must be another EKF Safeguarding Officer.</p> <table border="1"> <thead> <tr> <th style="background-color: #008000; color: white;">Core Members</th> <th style="background-color: #008000; color: white;">Other members to be co-opted as required</th> </tr> </thead> <tbody> <tr> <td>EKF LCPO (Chair)</td> <td>EKF President</td> </tr> <tr> <td>EKF Safeguarding Officers</td> <td>Equality, Diversity and Inclusion Director</td> </tr> <tr> <td>EKF Safeguarding administrator</td> <td>Compliance and Assurance Director</td> </tr> <tr> <td>Administrator (Minutes)</td> <td>Independent Safeguarding/Child Protection Advisor</td> </tr> </tbody> </table> <p>Independent safeguarding expertise may be engaged where required.</p>	Core Members	Other members to be co-opted as required	EKF LCPO (Chair)	EKF President	EKF Safeguarding Officers	Equality, Diversity and Inclusion Director	EKF Safeguarding administrator	Compliance and Assurance Director	Administrator (Minutes)	Independent Safeguarding/Child Protection Advisor
Core Members	Other members to be co-opted as required										
EKF LCPO (Chair)	EKF President										
EKF Safeguarding Officers	Equality, Diversity and Inclusion Director										
EKF Safeguarding administrator	Compliance and Assurance Director										
Administrator (Minutes)	Independent Safeguarding/Child Protection Advisor										
Responsibility of Members and Attendees	<p>Members of the group have a responsibility to:</p> <ul style="list-style-type: none"> Attend meetings having read all the papers beforehand and as appropriate: If unable to attend, send their apologies to the Chair prior to the meeting and, if appropriate, seek the approval of the Chair to send a deputy to attend on their behalf; 										
Quorum:	<p>The quorum for every decision is a minimum of three members of the Case Management Group and if necessary the CMG Chair will have the deciding vote.</p>										
Reporting sub-groups:	<p>There are no reporting sub-groups for the meeting.</p>										
Communication:	<p>The Safeguarding administrator will be responsible for:</p> <ul style="list-style-type: none"> Preparing the agenda for the meeting on behalf of the Chair Collating and circulating the papers Taking the minutes of the meeting and circulating these to members Maintaining and updating the action log <p>Papers will be circulated as soon as practically possible to allow attendees the opportunity to read them. Any late papers will only be included with the consent of the Chair. In the event that papers are not provided, this will be escalated as required via the Chair's escalation report.</p>										

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Frequency of meetings:	The frequency of the meetings will vary dependent on the number and timings of incidents/cases for review.
Agenda and notes/ action points:	To be confirmed dependent on caseload. An action log will be maintained, and actions reviewed at the start of each meeting. Those identified with an action will be expected to progress that action outside of the meeting and submit progress/ completion ahead of the following meeting.
Attendance at meetings:	In line with our values of being open and transparent and taking accountability, all members are expected to attend the meeting for its duration to maximise meeting effectiveness and attendance will be monitored.
Meeting Conduct and Effectiveness	<p>All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the Case Management Group unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection Act 2018 and the Human Rights Act 1998. All members of the Case Management Group will maintain the confidentiality of children, young people and/or adults involved in the cases considered. All members of the Case Management Group have an overriding obligation to protect children at risk of harm and may therefore share information as appropriate with third parties</p> <p>Any member of the Case Management Group shall inform the Chair if they discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case as per the EKF Conflicts of Interest Policy.</p>
Decision Making	All decisions made by the Case Management Group must be fair, open and transparent. The CMG must adopt an open-minded approach until allegations/concerns have been investigated. The CMG will be guided by the (sport's) Equity Policy and the principle that all children have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.
Reporting Responsibilities:	The meeting will report to the EKF Safeguarding Committee on a monthly basis via the Chair's Report detailing positive and negative escalations. Minutes will also be shared with the Committee but anonymised for the purposes of anonymity.
Review:	<p>These Terms of Reference will be reviewed every 12 and will be presented to the Board of Directors for ratification. Any material changes, such as change of duties/Chair must be approved by the Board of Directors.</p> <p>These Terms of Reference will be reviewed in January 2026.</p>
ID No:	SFG/TOR/002

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Appendix D – Adults at Risk Incident Reporting Form

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. An EKF Safeguarding Officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

Section 1 – Details of Adult at Risk	
Name of adult	
Address	
Date of birth	
Age if date of birth not known	
GP practice (if known)	
Contact details	
Section 2 – Your details	
Name	
Contact phone number(s)	
E-mail address	
Name of organisation/club	
Role	
Section 3 – Details of concern	
Detail what you have seen/been told/other that makes you believe the adult is being abused or is at risk of abuse (include dates/times/evidence from records etc.)	
Section 4 – Abuse type(s) – please tick as many as you feel apply	
Physical	
Sexual	
Neglect	
Psychological	
Financial	
Organisational (formerly institutional)	
Discriminatory	
Mate Crime	
Hate incident/crime	
Forced marriage	
Internet abuse	
Modern slavery	
FGM	
Radicalisation	
Domestic abuse	
Self-Neglect	

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Registered Company Number 6527769

Version No: 4.0

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ID No. SFG/POL/002

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Section 5 – Have you discussed your concern with the adult? What are their views, what outcomes have they stated they want (if any)?

Section 5A – Reasons for not discussing with adult

Adult lacks capacity	
Adult unable to communicate their views	
Discussion would increase risk	
State why the risks would increase	

Section 5B – Have you discussed your concerns with anyone else e.g., carer/parent? What are their views?

--

Section 6 – What action have you taken/agreed with the adult to reduce the risks?

Information passed to the EKF Safeguarding Officers? Confirm details	YES/NO
Referral to Adult Social Care? Confirm details	YES/NO
Contact with the police? Confirm details	YES/NO
Referral to other agency? Confirm details	YES/NO
Other – please state	YES/NO
No action agreed – state why	

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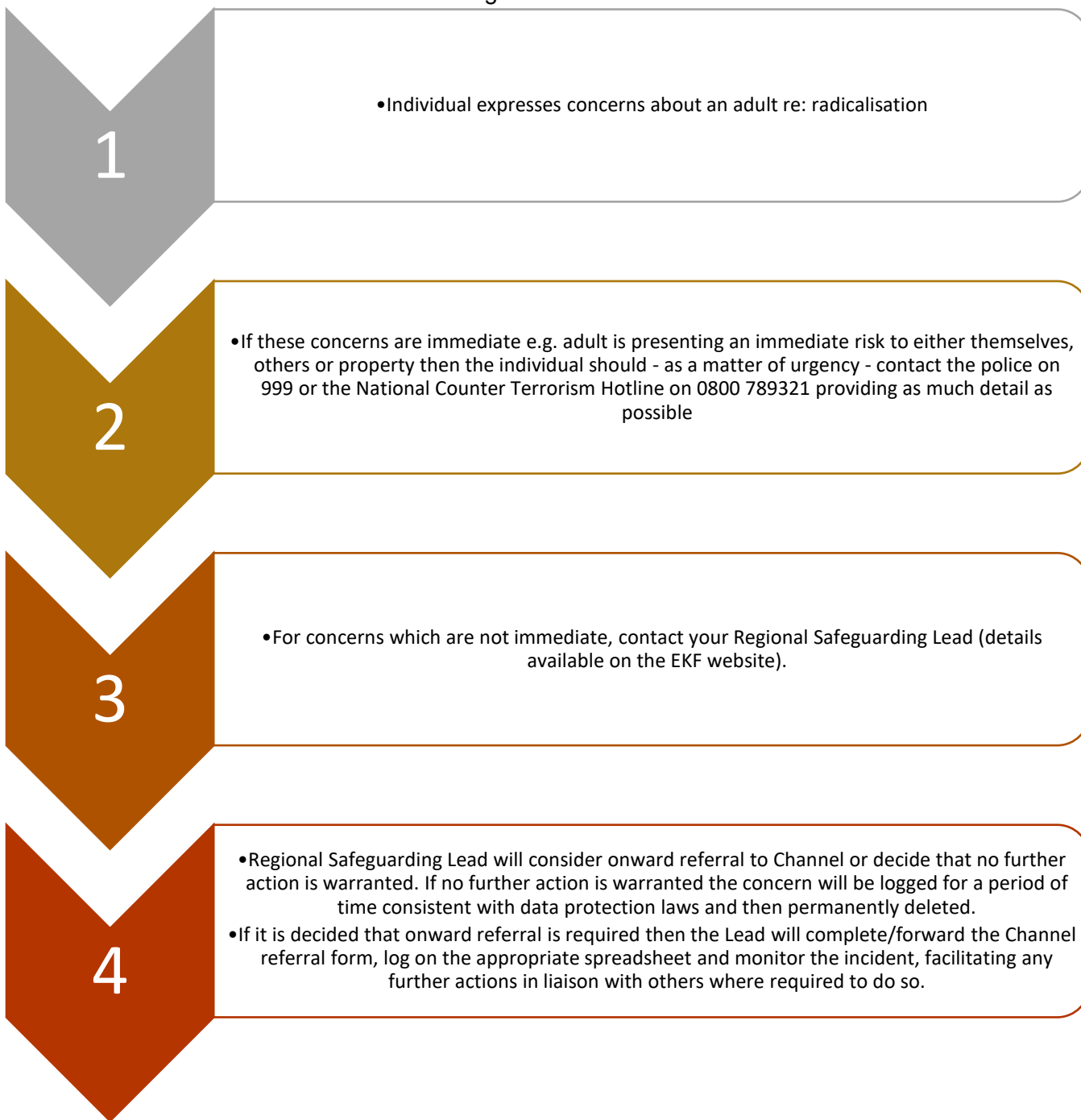
Do you have the up-to-date version? See the website for the latest version

Section 7 – Risk to others	
Are any other adults at risk?	YES/NO
If yes, state why and what actions have been taken to address these.	
Are any children at risk?	YES/NO
If yes, state why and what actions have been taken to address these.	
Signed	
Dated	

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Appendix E: PREVENT reporting flowchart

Escalation and Referral Process for Preventing Radicalisation of Adults at Risk



English Karate Federation Ltd

Registered Company Number 6527769

Version No: 4.0

Next Review Date: May 2027

ID No. SFG/POL/002

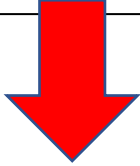
Title: Safeguarding Adults at Risk Policy

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Appendix F: FGM reporting flowchart

You have concerns re: FGM

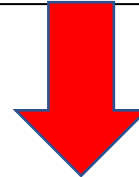
You observe a physical sign that FGM has occurred or a woman discloses to you that they have been subject to FGM.



You have an obligation to:

- Report an incident/concern to your Association Lead Protection Officer and EKF Regional Protection Lead
- Ring the police on 101

A relative has disclosed that their family member has had FGM or you consider that a woman may be at risk of FGM.



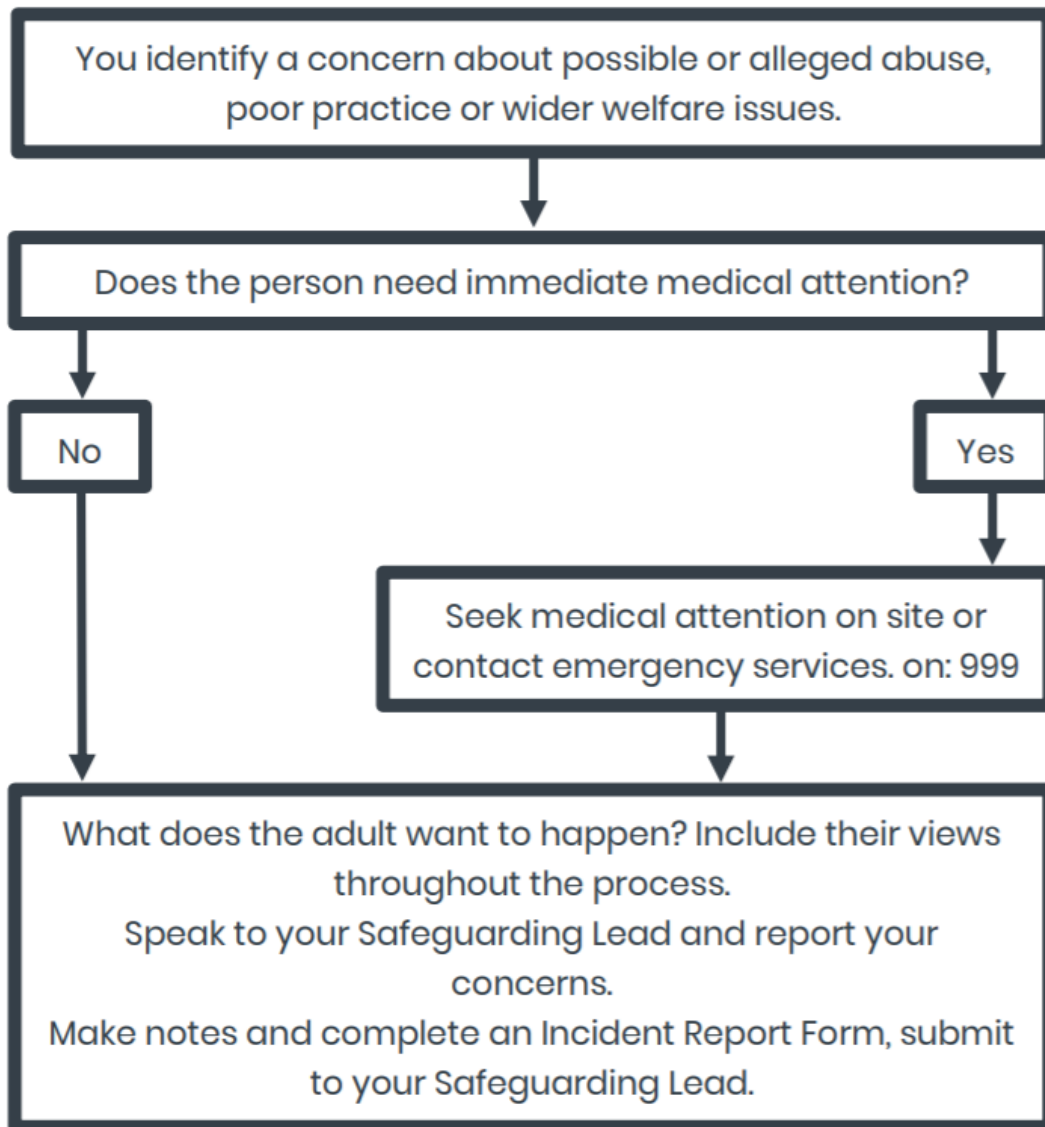
You have an obligation to:

- Report an incident/concern to your Association Lead Protection Officer and EKF Regional Safeguarding Lead
- If the risk is urgent then contact the police on 999



The responsible officer will then follow local safeguarding procedures and refer the woman to social care as a matter of urgency

Appendix G – Reporting safeguarding concerns flowchart (utilised from the Ann Craft Trust)



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Appendix H – Useful links for further information and support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24 Hour Freephone Domestic Abuse Helplines

England

Tel: 0808 2000 247

www.nationaldahelpline.org.uk/Contact-us

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

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Text: 07717 989 025
Text relay: 18001 0800 138 1625
By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839
Fax: Email: info@suzylamplugh.org
www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111
www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.
www.womensaid.org.uk/information-support

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Appendix I: Monitoring Compliance

Section to be monitored	Methodology (incl. data source)	Frequency	Reviewed by	Group / Committee to be escalated to (if applicable)
Implementation of Safeguarding Adults Policy	Review of safeguarding reports, incident logs and case management records	Quarterly	EKF Safeguarding Team	Safeguarding Committee / Board of Directors
Safeguarding training compliance	Training records and completion rates across EKF and Associations	Quarterly	EKF Safeguarding Team	Safeguarding Committee / Board of Directors
Safeguarding concerns and referrals	Analysis of reported concerns, response times and outcomes	Quarterly	EKF Safeguarding Team	Safeguarding Committee / Board of Directors
Compliance of affiliated Associations	Audit of safeguarding arrangements, policies and DBS compliance	Annually	EKF Safeguarding Team	Safeguarding Committee / Board of Directors
Effectiveness of safeguarding procedures	Review of case outcomes, lessons learned and feedback	Annually	Lead Safeguarding Officer	Safeguarding Committee / Board of Directors
Policy review and updates	Formal policy review against legislation and national guidance	Annually	Lead Safeguarding Officer	Safeguarding Committee / Board of Directors

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Appendix J 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.

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Appendix K Equality Impact Assessment



Equality Impact Assessment Form

Department/Function	Safeguarding
Lead Assessor	Lead Protection Officer
What is being assessed?	Safeguarding Adults at Risk Policy
Date of assessment	April 2026

1) What is the impact on the following protected characteristics/groups?

	Positive:	Negative:	Neutral:
	<ul style="list-style-type: none"> ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ Unlawful discrimination / harassment / victimisation ➤ Failure to address explicit needs of Equality target groups 	<ul style="list-style-type: none"> ➤ 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
Equality Groups	Impact (Positive / Negative / Neutral)	Comments	
		<ul style="list-style-type: none"> ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal? 	
Race (All ethnic groups)	Positive	Policy promotes equal access to safeguarding support regardless of ethnicity and includes protections against discriminatory abuse.	
Disability (Including physical and mental impairments)	Positive	Central focus of the policy. Recognises adults with care and support needs and includes provisions for additional support, reasonable adjustments and advocacy.	
Sex	Neutral	Policy applies equally to all individuals regardless of sex.	
Gender reassignment	Positive	Explicit inclusion within discriminatory abuse definition ensures protection from transphobic abuse.	
Religion or Belief	Positive	Policy recognises cultural considerations and protects individuals from abuse linked to religion or belief.	
Sexual orientation	Positive	Protection from abuse or discrimination based on sexual orientation is explicitly recognised.	
Age	Positive	Policy specifically protects adults aged 18+ who may be at risk due to age-related vulnerabilities.	
Marriage and Civil Partnership	Neutral	No differential impact identified.	
Pregnancy and maternity	Positive	Individuals may be at increased vulnerability; policy ensures safeguarding measures apply equally.	
Other (e.g. carers, veterans, people from a low socioeconomic background, people with diverse gender identities, human rights)	Positive	Policy supports inclusion and recognises broader vulnerabilities linked to social and economic factors.	

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the EKF?	<p>This policy contributes positively to equality, diversity and inclusion by:</p> <ul style="list-style-type: none"> • Promoting a person-centred approach to safeguarding • Ensuring all adults at risk are treated with dignity and respect • Recognising additional vulnerabilities linked to disability, social isolation and discrimination • Embedding safeguarding practices that are inclusive and accessible to all
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<p>3) 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.</p> <ul style="list-style-type: none"> ➤ 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
Ongoing monitoring of equality impacts through safeguarding case review and policy updates	Lead Safeguarding Officer	Annually

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