

KUK SOOL WON™

ENGLAND SCHOOLS



ADULT SAFEGUARDING POLICY

Kuk Sool Won of Newmarket

Reviewed May 2024

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1. INTRODUCTION

Kuk Sool Won™ (England Schools) are committed to creating and maintaining a safe and positive environment to safeguard the welfare of all adults involved in martial arts. Kuk Sool Won™ supports partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to equality and diversity. This policy applies to all individuals involved in Kuk Sool Won™ schools in England.

2. AIMS

- Protect and safeguard all adults regardless of age, disability, gender, race, religion, ethnic origin, sexual orientation, marital status, gender status or any other vulnerabilities.
- Make reasonable adjustments to ensure Kuk Sool Won™ is inclusive for all abilities, disabilities, or impairments.
- Respect the right, dignity and worth of all adults.
- Ensure the safety and wellbeing of all adults by acting appropriately and report concerns through the appropriate channels.
- Provide guidance to all school owners, instructors, and adults for following, reporting, and acting on safeguarding concerns.

3. THE 6 PRINCIPLES OF SAFEGUARDING

1. **EMPOWERMENT**- support and encourage others to make their own decisions and informed consent.
2. **PREVENTION**- act before harm occurs.
3. **PROPORTIONALITY**- the least intrusive response appropriate to the task.

4. **PROTECTION**- support and represent those in greatest need.
5. **PARTNERSHIP**- local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting abuse and neglect.
6. **ACCOUNTABILITY** and transparency in safeguarding practice.

4. DEFINITIONS

ADULT:	Anyone 18 years of age or older.
ADULT AT RISK:	<p>An adult who:</p> <ul style="list-style-type: none"> • Has needs for care and support, regardless of whether local authorities are meeting those needs. • Is experiencing. At risk of abuse or neglect. • Unable to protect themselves from risk, abuse or neglect because of their care and support needs. <p>This has been replaced by the term 'vulnerable'.</p>
ADULT IN NEED OF CARE AND SUPPORT:	Determined by a range of factors (personal characteristics, situation, environment, or social factors).
ABUSE:	A violation of an individual's human and civil rights by another person(s).
ADULTS SAFEGUARDING:	Protecting a person's right to live safely free from abuse and neglect.
CAPACITY:	The ability to make a decision at a particular time (e.g. under stress).
DWO:	Designated Welfare Officer. The first person to call in the event of a safeguarding incident.
LADO:	Local Authority Designated Officer.

5. TYPES OF ABUSE AND NEGLECT

CYBER BULLYING:	Bullying through technology (e.g. emails, text messages or online forums) with the intention of harming, damaging, humiliating, or isolating another person).
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DISCRIMINATORY ABUSE:	Centres of difference or perceived difference with respect to race, gender, disability, or any protected characteristics.
DOMESTIC ABUSE AND COERCIVE CONTROL:	Psychological physical, sexual, financial, and emotional abuse as well as 'honour' based violence.
EMOTIONAL OR PSYCHOLOGICAL ABUSE:	Threats of harm, abandonment, deprivation or contact, humiliation, blame, control, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
FINANCIAL AND MATERIAL ABUSE:	Theft, fraud, internet scamming, coercion in relation to an adult's financial affairs (e.g. wills, property, inheritance, or financial transactions) or the misappropriation of property or possession of benefits.
FORCED MARRIAGE:	Marriage in which one or both parties are married against their will. This also includes forced marriage or adults with learning difficulties when the adult doesn't have capacity to consent to the marriage.
MATE CRIME:	Vulnerable people are befriended by members of the community who exploit or take advantage of them.
MODERN SLAVERY:	Slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters coerce, deceive and force individuals into abuse, servitude, and inhumane treatment.
NEGLECT:	Ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, withholding of necessities of life (e.g. medication, adequate nutrition, and heating).
ORGANISATIONAL ABUSE:	Neglect, poor care practice within an institution or care setting (e.g. hospital or care home). This can range from one-off incidents to ongoing ill treatment through neglect or poor professional practice due to the structure, policies, and practices within an organisation.
PHYSICAL ABUSE:	Hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
RADICALISATION:	Attract people to their reasoning, inspiring new recruits and embed extreme views by persuading adults at risk of the legitimacy or their cause. This can be through a relationship or social media.

SELF-NEGLECT:	Refers to a wide range of behaviours (e.g. neglecting personal hygiene, health, or surroundings).
SEXUAL ABUSE:	Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

6. SIGNS OF ABUSE

See below signs of abuse which include but are not limited to:

- Unexplained bruising or injuries, or lack of medical attention when an injury is present.
- Belongings or money going missing.
- Not attending or no longer enjoying sessions, missing sessions, and not responding to reminders from instructors.
- Losing or gaining weight, an unkempt appearance, not wearing suitable sports kit, deteriorating in hygiene.
- Change in behaviour or confidence.
- Self-harm.
- Fear of a particular individual or group.
- Disclosure of abuse.
- Harassing a member because they are or perceived to have protected characteristics.
- Not meeting the needs of a participant.
- Instructor intentionally striking a student.
- Sending unwanted sexually explicit text messages to an adult with learning disabilities.
- Threatening with physical harm and persistently blaming them for poor performance.

7. ROLES AND RESPONSIBILITIES

7.1 ALL MEMBERS OF KUK SOOL WON™ ENGLAND MEMBERS, VISITORS, PARENTS AND GUARDIANS

- It is not the responsibility of individuals to make judgements regarding whether abuse is taking place, however everyone has a responsibility to recognise and act on poor practice and potential abuse.
- Speak to the adult involved to seek their views on what they would like to happen next and inform them that you will be passing on your concerns.
- Respond and report all concerns of abuse and neglect to the DWO. If this person is implicated, it should be reported to the Kuk Sool Won™ Chief Executive for the UK,

MASTER JOHN IVES:

MOBILE: 07770 775363

EMAIL: masterives1@sky.com

IF YOU ARE CONCERNED SOMEONE IS IN IMMEDIATE DANGER, CALL THE POLICE ON 999 IMMEDIATELY.

7.2 RESPONSIBILITY OF SCHOOL OWNERS

- Complete and maintain Safeguarding Code in Martial Arts certificate.
- Safeguarding awareness training for all coaches, staff, and volunteers.
- Annual insurance documentation.
- A reporting system for reporting participants' safety and welfare.
- A complaints process for parents and all participants.
- Code of Conduct for children/ young people, coaches, volunteers, and parents.
- Adopt and endorse the Kuk Sool Won™ (England Schools) Instructors Code of Conduct.
- Complete a course in basic awareness in working with and safeguarding adults to be renewed on a regular basis in accordance with best practice.

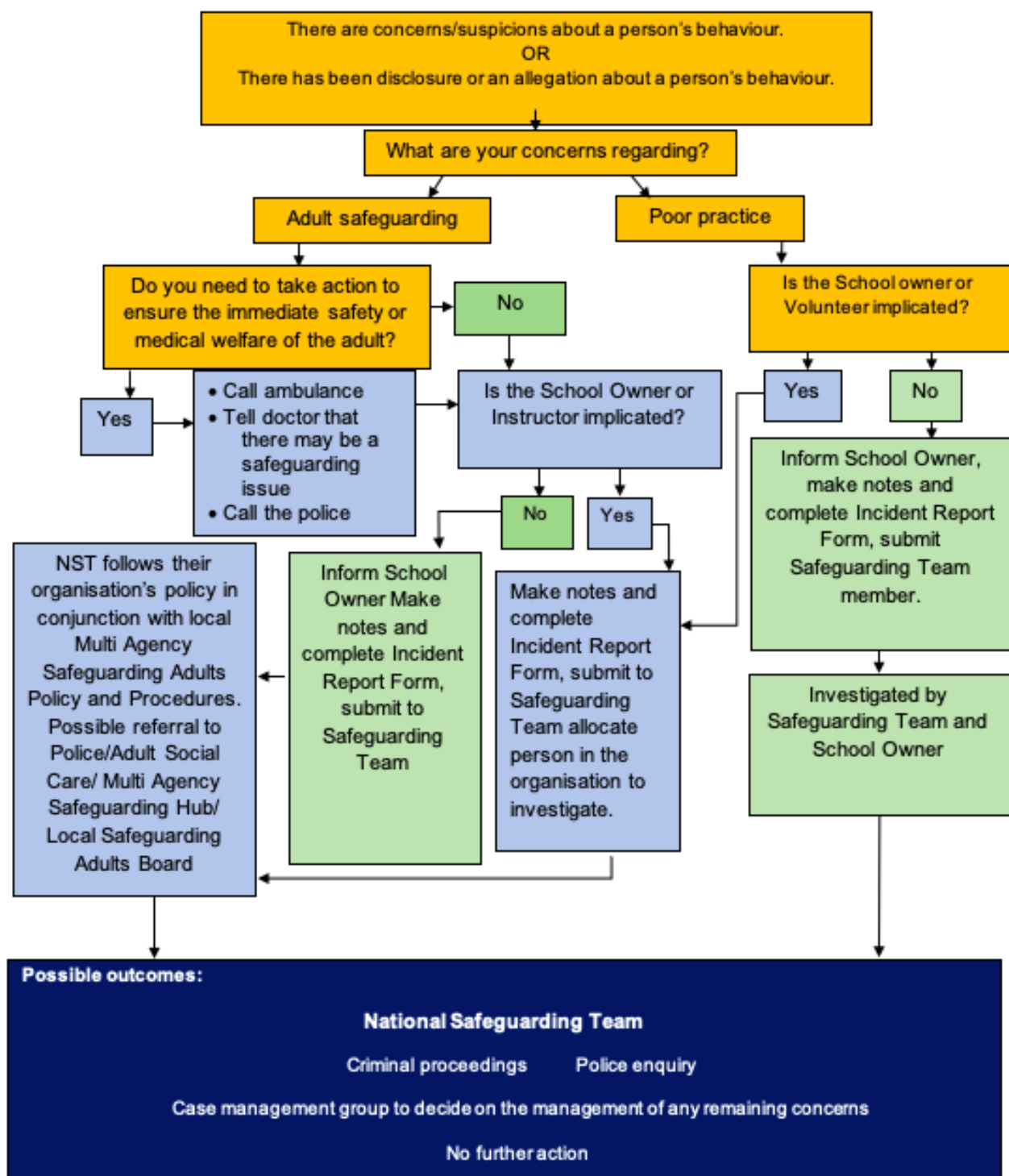
7.3 RESPONSIBILITY OF INSTRUCTORS

- Adopt and endorse the Kuk Sool Won™ (England Schools) Instructors Code of Conduct.
- Complete a course in basic awareness in working with and safeguarding adults to be renewed on a regular basis in accordance with best practice.

8. RESPONDING TO A CONCERN

- Stay calm.
- Listen carefully and try not to interrupt.
- Discuss your safeguarding concerns with the adult, obtain their view on what they would like to happen but inform them it's your duty to escalate your concerns to the DWO.
- Allow them to continue at their own pace.
- Ask questions for clarification only. Avoid asking leading questions to suggest an answer.
- Reassure the individual they are not to blame and have done the right thing by telling you. If the concern is serious, explain you will need to obtain support from others who are trained to keep them safe.
- Be mindful of the possibility of forensic evidence in cases of physical harm/ injury to protect supporting materials (e.g. bedding or clothing)
- Contact the DWO for your area. If you are not comfortable escalating your concerns to the DWO or your local DWO is implicated, this should be escalated to another DWO (see appendix 1 for contact details).
- Seek advice from statutory agencies if required or Adult Social Care Services. All serious concerns must be referred to statutory agencies.
- When the concern is regarding a member of staff or volunteer, this must be reported to the DWO. If the DWO considers the concern to be serious (e.g. potential abuse or a crime), they must report the incident to the Adult Social Care Services or the Police.





Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

9. RECORD KEEPING

A record of the disclosure should be made as soon as possible using the victim's own words using the Kuk Sool Won™ (England School)'s incident form (see appendix 3). The information should be accurate containing facts and allegations, taking care to avoid opinions as these can be used in court cases. Note the following:

- Date and time.
- Names mentioned.
- Addresses.
- To whom the information was given.
- Who else is aware of the allegation.
- Visible injury.

Incidents of possible abuse and poor practice incidents should also follow this procedure. Ensure accurate records are made and stored safely.

10. SAFER RECRUITING

Reasonable steps should be taken to ensure unsuitable people are prevented from working with students. Whilst there may be some reservation that volunteers could be put off through undergoing a recruitment process, it is important to identify unsuitable individuals.

The Kuk Sool Won™ UK Safeguarding Team are responsible for ensuring that all DBS checks for school owners and instructors in all schools are kept up to date. School Owners are responsible for ensuring any new instructors are DBS checked and their details given to the Kuk Sool Won™ UK Safeguarding Team to ensure the database is updated.

11. SUPERVISION, SUPPORT AND TRAINING

Once recruited, all staff and volunteers will be well-informed, trained, supervised, and supported to ensure they effectively safeguard adults and know the process to respond to concerns.

Training for instructors and volunteers should include:

- An induction to the school.
- A trial period to develop their skills whilst being supervised.
- Ongoing support and monitoring.

12. COMPLAINTS AND WHISTLEBLOWING

To develop an open culture where everyone at Kuk Sool Won™ (England Schools) feel able to express concerns, we have a procedure for dealing with complaints from a child, parent, carer, guardian, adult at risk, instructor, or volunteer. Any complaints should be discussed directly with your school owner unless this person is implicated. If you are unhappy with your response or your school owner is implicated, complaints should be discussed with Master John Ives on 07770 775363 or via email masterives1@sky.com. If you are still unhappy with this response, please email Kuk Sool Won™ Headquarters at wksa@kuksoolwon.com.

It is important people within Kuk Sool Won™ (England Schools) come forward to speak if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or wrongdoing within their organisation. Any whistleblowing dangerous or illegal activity, or wrongdoing within their organisation. Any whistleblowing concerns should be reported in writing to Master John Ives via email to masterives1@sky.com or contact the NSPCC Whistleblowing Advice Line 0800 028 0285 or email help@nspcc.org.uk

Further information can be found on the government [Whistleblowing Policy](#).

13. REVIEW AND UPDATE

This policy will be reviewed every 3 years or sooner in the event of legislation changes, incidents or new safeguarding publications. This will be the responsibility of the Kuk Sool Won™ UK Safeguarding Team.

14. AUDIT

All Kuk Sool Won™ schools in England are to obtain and achieve accreditation with the Sports England Safeguarding Code in Martial Arts on joining WKSA and maintain this accreditation. All audits will be externally conducted by Sports England Safeguarding Code in Martial Arts. Please note, your school can be randomly selected to be audited by the Safeguarding Code in Martial Arts team. You will be notified six weeks prior to the audit and given 6 weeks to complete the process.

Upon accreditation, the school owner is to email a copy of the accreditation award to the Kuk Sool Won™ UK Safeguarding Team.

The Kuk Sool Won™ UK Safeguarding Team will collate and review in monthly safeguarding meetings to ensure accreditation is maintained.

15. REFERENCES

- Gov.co.uk *Whistleblowing*
https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUK EwiuydzxwJSCAxUSXEEAHcy DmQQFnoECA4QAAQ&url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachm ent_data%2Ffile%2F842120%2FWhistleblowing- Policy_fraud_site .odt&usg=AOvVaw2ILOpqSgMbsU99qJ9TNkhT&opi=89978449
[Accessed 15th October 2023].
- Legislation.gov.uk (2023) *Care Act 2014*
<https://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted> [Accessed 2nd October 2023].
- NHS Digital (2023) *Safeguarding Adults, England, 2022-23*
<https://digital.nhs.uk/data-and-information/publications/statistical/safeguarding-adults/2022-23#summary> [Accessed: 2nd October 2023]
- Office for the Public Guardian (2015) *Safeguarding policy*
<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults> [Accessed: 16th October 2023].
- Social Care Institute for Excellence (SCIE) *What is safeguarding?* SCIE
<https://www.scie.org.uk/safeguarding/adults/introduction/what-is> [Accessed: 16th October 2023].

16. APPENDICES

APPENDIX 1: CONTACT DETAILS FOR DWOS

Area	DWO	Contact Details
East	Orville Lewis	Email: orvillelewis@hotmail.co.uk Mobile: 07761 560121
	Sandy Watt	Email: sandywatt@sandywatt.plus.com Mobile: 07840 898673
Midlands	Rysian Boyall	Email: rysianb.3193@gmail.com Mobile: 07507 310081
South	Sally Runnacles	Email: ksw.yeovil@btinternet.com Mobile: 07795 117701
Scotland	Ian Cameron	Email: kincam53@gmail.com Mobile: 07749 211907

	Nichola Steedman	Email: winchburghksw@outlook.com Mobile: 07833 696116
UK CEO	John Ives	Email: masterives1@sky.com Mobile: 07770 775363

APPENDIX 2: CONTACT DETAILS FOR LADO

Every local authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.

Below is a list of local authority areas in which there are Kuk Sool Won schools. Details are correct at time of print.

AREA	CHILDREN	ADULT
Cambridgeshire	https://www.cambridgeshire.gov.uk/council/contact-us/report-allegations-about-a-practitioner-or-volunteer	https://www.cambridgeshire.gov.uk/residents/adults/keeping-safe/adult-safeguarding-and-mental-capacity/adult-safeguarding
Essex	https://www.esccb.co.uk/working-with-children/concerns-about-the-welfare-of-a-child/raise-a-safeguarding-concern-request-support/	https://www.essexsab.org.uk/reporting-concerns
Islington (Central London)	https://www.islingtonscop.org.uk/professionals/local-authority-designated-officer#	https://www.islington.gov.uk/social-care-and-health/abuse
Kent	https://bexleysafeguardingpartnership.co.uk/for-professionals/local-authority-designated-officer/	https://carehub.bexley.gov.uk/web/portal/pages/help/safe/adabuse
Leicestershire	https://lrsb.org.uk/childreport	https://lrsb.org.uk/adultreport


Lincolnshire	https://www.lincolnshire.gov.uk/safeguarding/report-concern	https://www.lincolnshire.gov.uk/safeguarding/report-concern
Merseyside (Liverpool)	https://liverpoolscp.org.uk/p/are-you-worried-about-the-safety-or-welfare-of-a-child	https://liverpool.gov.uk/adult-social-care/worried-about-someone/report-an-adult-at-risk/
Norfolk	https://norfolkscp.org.uk/people-working-with-children/how-to-raise-a-concern	https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern#:~:text=If%20you%20are%20suspicious%20or,right%20information%20when%20you%20call.
Salford	https://www.salford.gov.uk/adult-safeguarding	https://childrensportalehm.salford.gov.uk/web/portal/pages/cpref#ssa
Somerset	https://somersetsafeguardingchildren.org.uk/report-a-concern/	Report a safeguarding concern (somersetsafeguardingadults.org.uk)
Suffolk	https://www.suffolksp.org.uk/concerned#gsc.tab=0	https://www.suffolksp.org.uk/concerned#gsc.tab=0
Warwickshire	https://www.warwickshire.gov.uk/childrens-social-care/child-safeguarding-procedures-professionals/3	https://www.safeguardingwarwickshire.co.uk/report-it

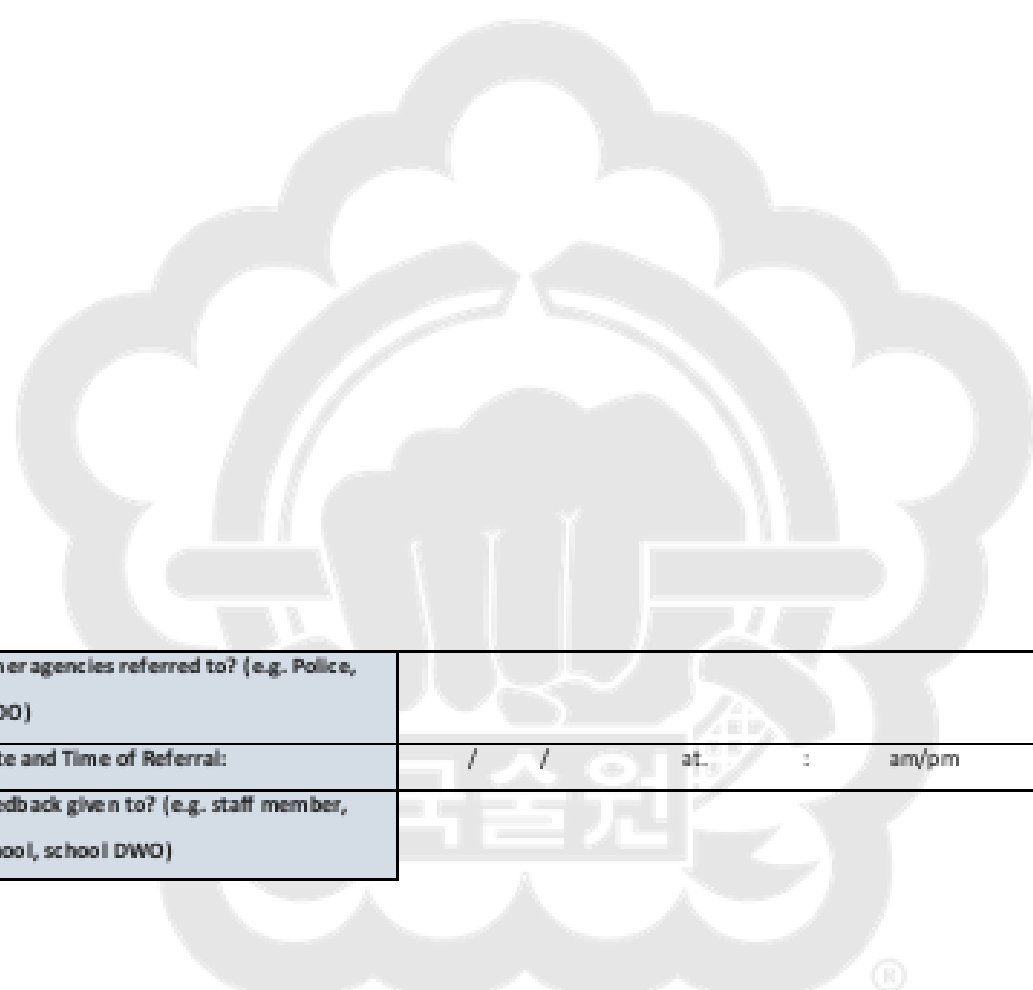

N.B. Most adult referrals will be referred to Adult Social Care Services, not to a LADO.



Kuk Sool Won™ England Schools Safeguarding Incident Form

If a safeguarding concern has been raised, this form must be completed and handed to the school DWO.

Full Name of Adult Involved	Date of Birth	Your Name and Role in Organisation
Nature of Concern/ Disclosure:		
Statement of concern: Please include where you were when the disclosure was made, what you saw, who else was present, what the adult said and what you said. Keep this statement factual.		
		
Date and Time of Incident:	/ / at. : am/pm	
Who are you passing this information to?		
Name and Position:		
Your Signature:		
Date and Time form completed:	/ / at. : am/pm	

Date and Time form received by DWO:	/ / at. : am/pm	
Action taken by DWO:		
Other agencies referred to? (e.g. Police, LADO)		
Date and Time of Referral:		/ / at. : am/pm
Feedback given to? (e.g. staff member, school, school DWO)		
		
Further Action:		
Full Name:		
DWO Signature:		
Date:	/ /	

APPENDIX 4: SAFEGUARDING SCHOOL DESIGNATED WELFARE OFFICERS (DWOs)

MRS ELEANOR LYNCH
DESIGNATED WELFARE OFFICE,
NEWMARKET MARTIAL ARTS
NEWMARKET LEISURE CENTRE
EMAIL:NEWMAKERTKSW-SAFEGUARDING@HOTMAIL.COM

