

KUK SOOL WON™

ENGLAND SCHOOLS



WKSA®

CHILDREN SAFEGUARDING POLICY

Kuk Sool Won of Newmarket

Reviewed May 2024

CONTENTS

SECTION	HEADING	PAGE NO.
1.	INTRODUCTION	3
2.	AIMS	3
3.	THE 6 PRINCIPLES OF SAFEGUARDING	3
4.	DEFINITIONS	4
5.	TYPES OF ABUSE AND NEGLECT	4-6
6.	SIGNS OF ABUSE	6
7.	ROLES AND RESPONSIBILITIES	7
8.	RESPONDING TO A CONCERN	8-9
9.	RECORD KEEPING	10
10.	SAFER RECRUITING	10
11.	SUPERVISION, SUPPORT AND TRAINING	10
12.	COMPLAINTS AND WHISTLEBLOWING	11
13.	REVIEW AND UPDATE	11
14.	AUDIT	12
15.	REFERENCES	12
16.	APPENDICES	13-17
	Appendix 1: Contact Details for DWOs	13
	Appendix 2: Contact Details for LADO	14-15
	Appendix 3: Safeguarding Incident Form	16-17
	Appendix 4: Safeguarding School Designated Welfare Officer (DWO)	18

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 children 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 children.
- Ensure the safety and wellbeing of all children by acting appropriately and report concerns through the appropriate channels.
- Provide guidance to all school owners, instructors, parents and guardians 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

ABUSE:	Maltreatment of a child through abuse or neglect by inflicting harm or failing to act to prevent harm. Children can be abused by their family, community setting or by others, including other adults or children.
DWO:	Designated Welfare Officer. The first person to call in the event of a safeguarding incident.
LADO:	Local Authority Designated Officer.
POSITION OF TRUST:	A person of authority or responsibility of another person(s), who has a considerable amount of power or influence over a young person's life.

5. TYPES OF ABUSE AND NEGLECT

EMOTIONAL ABUSE:	Emotional maltreatment of a child (e.g. causing severe and adverse effects on the child's emotional development, conveying that a child is worthless, unloved, inadequate, valued only to meet the needs of another person, not giving opportunities for a child to express their views, silencing or making fun of them, age or developmentally inappropriate expectations of a child, overprotection, limitation of exploring and learning, preventing them from social interaction, seeing or hearing the ill treatment of another, serious bullying to leave the child feeling frightened or in danger.
FORCED MARRIAGE:	Marriage in which one or both parties are married against their will.
MODERN SLAVERY:	Slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters coerce, deceive and force children into abuse, servitude, and inhumane treatment.
PHYSICAL ABUSE:	Hitting, shaking, throwing, poisoning, scalding, burning, drowning, suffocation, slapping, pushing, kicking or other forms of physical abuse. This also includes when a parent or carer deliberately

fabricates the symptoms of, or deliberately induce illness to a child.

RADICALISATION: Attract people to their reasoning, inspiring new recruits and embed extreme views by persuading children of the legitimacy of their cause. This can be through a relationship or social media.

SEXUAL ABUSE: Enticing a child or young person to participate in sexual activities, whether the child is aware or not. The activities can involve physical contact, assault by penetration (oral sex or rape), non-penetrative acts (masturbation, kissing, rubbing, touching), non-contact activities (sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, grooming a child in preparation for abuse). This can take place online or offline. Anyone in a position of trust cannot have a sexual relationship or sexual activity with anyone under the age of 18 years old.

Other types of abuse which require police and local organisations working to protect children are:

- Bullying
- Child Sexual Exploitation
- Hate crime
- Abuse in a domestic setting
- Honour-based violence
- Membership into gangs inclined to use violence.

5.1 POOR PRACTICE

Examples of poor practice listed below include but are not limited to:

- Use of excessive physical or humiliating punishments.
- Failure to act when you witness bullying or abuse.
- Being unaware of or breaching any policy.
- Spending excessive amounts of time alone with young people away from others.
- Inviting or allowing young people into your home when they will be alone with you.
- Engaging in rough physical or sexually provocative activity.
- Allowing young people to use inappropriate language unchallenged.

- Making sexually suggestive comments as a form of control.
- Reducing a person to tears as a form of control.
- Allowing allegations made by a young person to be ignored, not reported, unrecorded or not acted upon
- Doing things of a personal nature for young people that they can do themselves (e.g. helping someone in the toilet even with parental permission).

Some participants may require assistance if a child is very young or disabled. If this level of support is required, it should be made clear to the parent(s) this can only be carried out by a designated carer, not by the instructor, even if the instructor is trained in carrying out these tasks. These support arrangements should clearly be in place and agreed by all parties prior to activities commencing.

6. SIGNS OF ABUSE

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

- Unexplained/ suspicious bruises or injuries, particularly if situated on a part of the body not normally prone to injuries.
- An injury where the explanation seems inconsistent; the young person describes what appears to be an abusive act on themselves.
- Someone else expresses concern about the welfare of another.
- Unexplained changes in behaviours (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of anger).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviours.
- Sudden or unusual distrust of adults, particularly those you would expect them to have a close relationship with.
- Being prevented from socialising with other young people.
- Displaying variations in eating patterns (e.g. loss of appetite or overeating or sudden weight change).
- Becoming increasingly dirty or unkempt.

School owners should maintain an appropriate relationship with parents/ guardians to identify other concerns a young person may be experiencing (e.g. a family bereavement could explain the above signs).

7. ROLES AND RESPONSIBILITIES

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

Everyone who works with children has a responsibility to keep them safe by identifying concerns, sharing information, and taking prompt action. Kuk Sool Won™ (England Schools) however are not responsible for deciding if abuse has occurred but have responsibility to respond to and report concerns.

All safeguarding concerns and poor practices must be referred to your DWO. If you feel more comfortable speaking to another DWO, you may do so or if your local DWO is implicated in the concern. Where an allegation is made against an instructor or volunteer working in your school, the DWO must report the matter to LADO.

7.2 RESPONSIBILITY OF SCHOOL OWNERS

- Complete and maintain Safeguarding Code in Martial Arts certificate.
- Safeguarding children 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 children to be renewed on a regular basis in accordance with best practice.

7.3 RESPONSIBILITY OF SCHOOL OWNERS AND INSTRUCTORS

Report the following to the school DWO and make a written record of what they have done, seen or heard:

- A child has been accidentally hurt.
- A child seems distressed in any manner.
- A child appears sexually aroused by their actions.
- A child misunderstands or misinterprets something an instructor has said or demonstrated.

If the DWO feels the level of concern is such that the Kuk Sool Won™ UK Safeguarding Team should be involved or further advice is required, your DWO should be contacted (see appendix 1).

IF YOU THINK A CHILD IS IN IMMEDIATE DANGER, CALL EMERGENCY SERVICES ON 999. YOU CAN ALSO CALL THE NSPCC HELPLINE ON 0808 800 5000 TO REPORT IMMEDIATE RISKS. THIS IS AN IMMEDIATE RESPONSIBILITY AND WILL TAKE PRIORITY OVER REPORTING TO YOUR DWO.

8. RESPONDING TO A CONCERN

- Stay calm.
- Listen carefully and try not to interrupt.
- Find an appropriate point early on to explain the information will need to be shared with others; don't promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only. Avoid asking leading questions to suggest an answer.

- Reassure the child they are not to blame and have done the right thing telling you. If the concern is serious, explain you will need to obtain support from others who are trained to keep them safe and what you will do next. Explain you will need to share the information with the DWO.
- Be mindful or preserving any forensic evidence (e.g. bedding or clothing).
- Contact the DWO for your area. If you are not comfortable escalating your concerns to the DWO, this should be escalated to a DWO you feel more comfortable escalating your concerns to.
- Seek advice from statutory agencies if required or LADO. All serious concerns must be referred to statutory agencies.

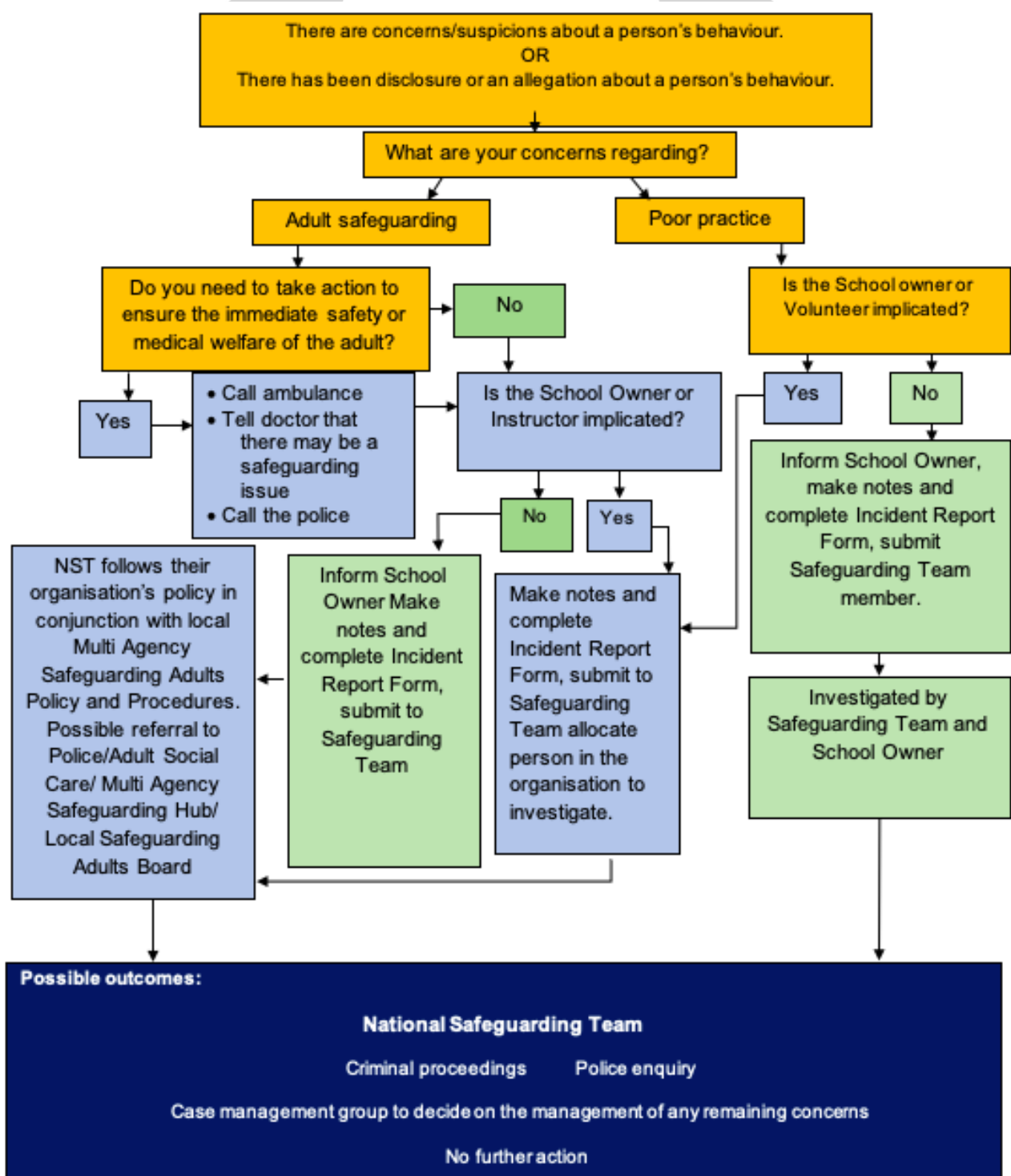


WKSA®

- 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 LADO or Police.

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



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.

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

- Department for Education (2023) *Keeping children safe in education 2023* [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping children safe in education 2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf) [Accessed: 25th October 2023].
- 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].
- HM Government (2018) *Working Together to Safeguard Children* https://assets.publishing.service.gov.uk/media/5fd0a8e78fa8f54d5d6555f9/Working_together_to_safeguard_children_inter_agency_guidance.pdf [Accessed: 7th October 2023].
- Legislation.gov.uk (2023) *Children Act 1989* <https://www.legislation.gov.uk/ukpga/1989/41/contents> [Accessed: 15th October 2023].
- Legislation.gov.uk (2023) *Children Act 2004* <https://www.legislation.gov.uk/ukpga/2004/31/contents> [Accessed: 15th October 2023].
- Legislation.gov.uk (2023) *Data Protection Act 2018* <https://www.legislation.gov.uk/ukpga/2018/12/contents> [Accessed: 16th October 2023].
- Legislation.gov.uk (2023) *Human Rights Act 1998* <https://www.legislation.gov.uk/ukpga/1998/42/contents> [Accessed: 15th October 2023].
- Legislation.gov.uk (2023) *Sexual Offences Act 2003* <https://www.legislation.gov.uk/ukpga/2003/42/contents> [Accessed: 15th 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: kjncam53@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

WKSA[®]

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.escb.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.islingtonscp.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://somensetsafeguardingchildren.org.uk/report-a-concern/	Report a safeguarding concern (somensetsafeguardingadults.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

APPENDIX 3: SAFEGUARDING INCIDENT FORM

Kuk Sool Won™ England Schools

Safeguarding Incident Form

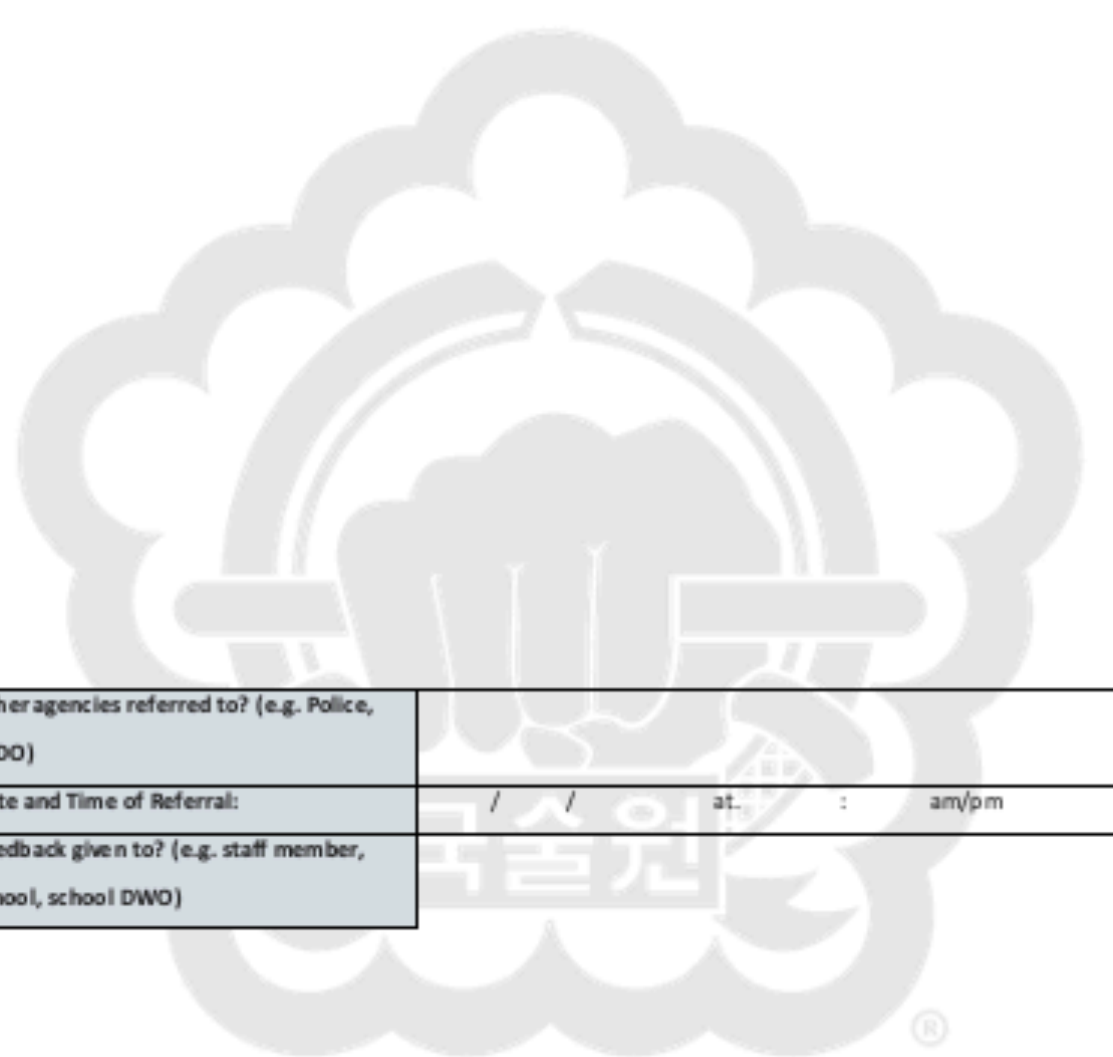



If a safeguarding concern has been raised, this form must be completed and handed to the school DWO.

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: SCHOOL DESIGNATED WELFARE OFFICERS (DWOs)

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



WKSA®