

BAF Policy on Under-18s

BAF Child Protection Officer

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Main Points in the Policy

This is a summary of the main points in the BAB Child Protection Policy (or CPP). It is not a substitute for reading the Policy itself, which is available on their website: <http://www.bab.org.uk/>.

Background

- A young person or child is anyone under 18 years of age (CPP §3.1), and the welfare of the young person is paramount (Children's Act 1989).
- Abuse has a wide range; it need not only be physical, but may be emotional, psychological, sexual, or even by neglect.
- An open environment is essential: at all times avoid private or unobserved situations.
- Being an Aikido instructor puts you in a position of authority. The relationship between a instructor and their students is "a Relationship of Trust" (in the terms of the Children's Act 1989): trust is something that could be misused. It also means that a young person might tell you something that they would not otherwise share.
- If a young person tells you something which sounds to you like they are at risk, then
 - be calm and reassure them,
 - tell the young person they are not to blame,
 - keep any questions to the absolute minimum, and ask only open questions.

However, you must tell the young person that you might have to tell other people what the young person has said (CPP §8.1.1.5).

- As a coach it is not up to you to decide whether or not abuse is taking place. But if you suspect something you should raise your concerns immediately through the correct channels; local Social Services, local police, NSPCC helpline (0808 800 5000) or Childline (0800 1111). (CPP §7.6.1, §8.1.1.6)

Before The Session

- The coach should talk to the parents (or guardians) before a young person joins the club. The talk needs to cover the following:
 - The number, and qualifications of, supervising adults (CPP §5.4).
 - The contact details of the parents (or guardian) should be obtained (CPP §5.5).
 - Clear instructions about collection times should be given (CPP §5.5).
 - Written permission to act on behalf of the parent (*in loco parentis*) to treat the child for any arising first-aid issues should be obtained (CPP §5.3.14).
 - Advice about photography — there is no photography without permission from the guardians of *all* the children involved (CPP Appendix B).
 - Some physical contact with the child will be necessary for the instruction of Aikido (CPP §5.3.8).
 - The parents (or guardians) of a student under 16 remain responsible for their charge until the student has been handed over to a CRB-checked club representative.
 - For a student who is 16 or over, but still under 18, the club is responsible for implementing the Policy from when that student bows into the dojo, up to the end of the session.
 - A copy of the BAB Policy should be provided if requested.
- Changing rooms: all helpers should be in pairs to supervise changing. The changing rooms should be split between males and females.
 - Preferably, young people should not change or shower at the same time as adults.
 - It is recognised that this is not always possible; for instance the changing facilities in a public sports centre are shared by many other groups.

During the Session

- There should be one coach for every 8–12 young people. Coaches should never work alone. They need to be assisted by at least one other adult, preferably two or three. The point is that, if there is an incident, no adult is ever left on their own with any young people.
- Ideally there should be a mix of male and female supervising adults.
- A written record of injuries should be kept. There is a BAB incident report form which needs to be filled in and returned for any incident.

After The Session

- For a student who is 16 or over, but still under 18, the club is responsible for implementing the Policy from when that student bows into the dojo, up to the end of the session.
- If parents do not turn up to collect a student who is under 16, then that student should not be left alone with any one adult on their own.
- Do not send an under-16 home with someone who is not the parent (or guardian) without the parent's permission. Do not take the student home or to any other place, and do not ask them to wait with you on your own, whether in a car or in the dojo.
- Changing rooms: as for before the session, all helpers should be in pairs to supervise changing. The changing rooms should be split between males and females.
 - Preferably, young people should not change or shower at the same time as adults.

Courses

- Courses are not the same as regular sessions. This brings up three distinct issues.
 - There may be more than one instructor.
 - One of the instructors may be a guest instructor.
 - The course may be residential.
- It is impracticable for course instructors to gain consent to act *in loco parentis* for each under-18 who may attend.

Multiple Instructors

- In this case, the Policy means that each instructor needs to be CRB-cleared (for aikido), and needs to hold the session with at least one other CRB-cleared (for aikido) adult present at all times.

Guest Instructors

- There are three sorts of guest instructor.
 - Instructors who are from the BAF.
 - * These instructors need to be CRB-cleared (for aikido), and hold the session with at least one other CRB-cleared (for aikido) adult present at all times.
 - Instructors who are not from the BAF, but are from an organisation within the BAB.
 - * These instructors need to be CRB-cleared (for aikido), and hold the session with at least one other CRB-cleared (for aikido) adult present at all times.
 - Instructors who are not from an organisation within the BAB.
 - * These instructors do not need to be CRB-cleared.
 - * However, there must be at least two adults present throughout the session who are CRB-cleared (for aikido).

Residential Courses

- For a residential course under-18s must be accompanied to the course by a designated adult who is acting as their legal guardian.
- The policy for the situation on the mat is covered above.
- The designated guardian is responsible for the under-18 at all times when the under-18 is not on the mat.

Some Questions and Answers

These Questions and Answers are in no way a substitute for reading the Policy. The Policy needs to be read and understood by Club instructors, assistant coaches, and any adult volunteers.

General

- Q.** Is the policy just a guideline, or is it mandatory?
- A.** The policy is mandatory for all BAF members who give sessions for young people (CPP §2.4).
- Q.** What's the point of the policy?
- A.** The primary aim is to ensure the welfare of any young people practising aikido. It also serves to protect the supervising instructors.
- Q.** My club has some people just under the age of 18 who are very grown up. Do they still count as 'young people'?
- A.** Yes. The policy is explicit. There is no discretion involved in deciding who counts as a young person; the age is the only thing that matters (CPP §3.1).
- Q.** I think the government is misguided in imposing this type of policy. What can I do about that?
- A.** This concern needs to be raised with your MP.
- Q.** I agree with the government's policy overall, but I think that how it has been interpreted for aikido is wrong. What can I do?
- A.** These concerns should be raised with the BAF CPO, via head office. If the answer is not clear from the Summary, and is not addressed in this FAQ, then the matter will be cleared up by raising it with the BAB. It can then be added to the FAQ.

The CRB Check

- Q.** What is a CRB disclosure, and how do I get it?
- A.** The Criminal Records Bureau (CRB) is part of the Home Office. It was launched in 2002, to act as a central point for organisations who need to check the background of employees or volunteers. A CRB 'disclosure' is essentially a background check.
- Further information is available on their website: <http://www.crb.gov.uk>
- If you need a CRB disclosure, please let the BAF General Secretary know. The plan is that a Child Protection Officer will be at some BAF courses, so that you can apply in person.

- Q.** My club does not teach under-18s. Does the policy apply to us? Do I need a CRB check? Does the club need to appoint a CWO?
- A.** Everyone needs to be aware of the policy and the issues with which it deals. If there are no classes with young people then the provisions of the policy do not affect your classes. In that case, you do not need a CRB check, and you do not need to appoint a CWO.
- Q.** My club does not have young people, but I am a senior instructor who takes courses. Do I need a CRB check?
- A.** Yes; senior instructors who take courses need to be checked.
- Q.** I have a CRB check from another source; for work or another volunteer organisation. Do I need to get a CRB check especially for Aikido?
- A.** Yes. CRB checks for other purposes are not valid for the purpose of supervising under-18s in aikido.
- Q.** I have Enhanced CRB clearance for a different role. Why do I need to be checked again especially for aikido?
- A.** There are two reasons for this:
- (1) There can be information which goes back to the organisation which requests a CRB check (in this case the BAB), which is not recorded on the CRB certificate. Therefore presenting a previously issued CRB certificate is not sufficient.
 - (2) The process needs to be consistently applied to everybody, with no exceptions. It applies to adult volunteers, club instructors, and the senior BAF instructors, up to and including the Technical Director.
- Q.** I need to apply for a CRB disclosure, what do I need to bring?
- A.** To verify your identity, you will need to bring three items. One item must confirm your date of birth. Another must confirm your current address. Only originals are acceptable; no photocopies are allowed.
- One of these:
 - * Valid passport (any nationality)
 - * UK driving licence (a photocard is only valid with its paper counterpart)
 - * UK birth certificate (as long as it was issued within 12 months of birth).

- Two of these:
 - * Marriage certificate
 - * P45 or P60
 - Must be less than 12 months old.
 - * Bank or building society statement
 - Must be less than 12 months old.
 - Cannot be from an internet account.
 - * Utility bills (water, gas, electricity, telephone)
 - Must be less than 3 months old.
 - You may present two utility bills, provided they are from different companies.
 - * Mortgage Statement
 - Must be less than 12 months old.
 - * TV licence
 - * Credit card statement
 - Must be less than 3 months old.
 - * National Insurance number card
 - * Vehicle registration document
 - * Financial statement (pension, endowment, ISA)
 - Must be less than 3 months old.

You will also need

- the history of the addresses where you have lived, going back a full five years,
- your national insurance number (if you have one),
- your application will be dealt with quicker by the CRB if you bring your bank account sort code and account number,
- the fee (as of 19 January 2007) £12.50.

Q. Which courses will the Child Protection Officer be attending?

A. Please contact the BAF General Secretary for the latest information.

Q. How is the CRB information treated?

A. The information is treated with strict confidentiality. The CRB have a policy for this (http://www.crb.gov.uk/PDF/code_of_practice.pdf). Both the BAB and the BAF are committed to respecting this Code. The BAB has a Case Management Group which is trained specifically to deal with this type of information.

Before the Session

- Q.** My club trains in a public sports centre. At what point does my club take responsibility for an under-18?
- A.** This depends on the age of the student.
- For students who are 16 or over, but not yet 18, then your club's responsibility begins when the student bows into the dojo.
 - For under-16s the parent (or guardian) needs to supervise the student until the appropriate people from the club have arrived.

On the Mat

- Q.** Do the other adult helpers on the mat need to be qualified instructors?
- A.** CPP §5.4.2 recognises that not all parents or volunteer helpers need to be qualified Aikido coaches.
- So the policy allows for an adult to be on the mat, acting as an assistant in the supervision of children, but without assisting in the instruction of Aikido. This is a fine line to draw. Follow these three rules:
- A coach supervising a class of young people must have another adult present.
 - The coach and any helpers on the mat must all have a CRB check (CPP §5.2.10).
 - It is preferable that any helpers be qualified Aikido coaches, but it is not essential.
- Q.** Do the adult helpers need to be on the mat?
- A.** The qualified coach must have at least one other adult present. This other adult must have CRB disclosure. This adult need not be on the mat, provided they have a clear view at all times.
- Q.** Are we allowed 'mixed' sessions of young people training together with adults?
- A.** Sessions may be mixed. The rules are then the same as for classes for young people. The instructor must have a CRB check, and must be assisted by at least one other adult who also has a CRB check. Preferably, young people and adults should not change or shower at the same time. It is clear that this is not always possible: for instance in a public sports centre.

- Q.** The Policy says that each club needs a Child Welfare Officer (CWO). Can the club instructor be the CWO?
- A.** It is clear from the spirit of the Policy that the CWO should be someone other than the club instructor. It is therefore preferable that the role of CWO be taken by someone else. However, there is nothing in the letter of the Policy which explicitly stops the instructor from being the CWO. But the instructor must be assisted at all times by at least one other adult who has been CRB checked.
- Q.** What does the club CWO do?
- A.** The CWO must have a CRB check. Then they act as a first point of contact for concerns arising in the club (CPP §12.5). Further details about the role are in Appendix F of the CPP.
- Q.** I am still unclear; where do I go for more information?
- A.** If you have a question about the Policy, contact the BAF Child Protection Officer, *via* BAF Head Office.