Safeguarding Children and Young People Policy

Policy owner: Unbreakable Self-Defence C.I.C.
Designated Safeguarding Lead (DSL): Tamsin Davis
Date adopted: 1/11/26
Date of next review: 31/10/26
Approved by: Tamsin Davis (Founder and Lead Instructor)

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1. Our commitment to safeguarding

Unbreakable Self-Defence C.I.C. is committed to providing a safe, welcoming and supportive environment in which all children and young people can enjoy learning and practising self-defence, develop their skills and confidence, and reach their full potential.

We recognise that safeguarding is everyone's responsibility. All children have the right to participate in activities free from abuse, neglect, bullying, discrimination, exploitation and harm.

We are committed to protecting the welfare of every child who takes part in our activities, regardless of their age, gender, disability, ethnicity, religion, sexual orientation, background or ability.

We recognise that self-defence training can involve physical contact, close instruction and activities that require trust between students and instructors. We therefore take particular care to ensure that all training is conducted safely, respectfully and appropriately.

Our approach is based on the following principles:

- The welfare and best interests of the child are paramount.
- Every child has the right to be treated equally with dignity, respect and fairness.
- Children should be listened to, taken seriously and encouraged to express their views.
- All children should feel safe, valued and included.
- Safeguarding concerns must always be taken seriously and acted upon.
- Everyone involved in running a session or workshop has a responsibility to help protect children from harm.

This policy applies to all instructors, facilitators, committee members, volunteers, parents, guardians and anyone acting on behalf of Unbreakable Self-Defence C.I.C.

For the purposes of this policy, a child is anyone under the age of 18.

2. Designated Safeguarding Lead

Unbreakable Self-Defence C.I.C. will appoint a Designated Safeguarding Lead (DSL), who will take responsibility for overseeing safeguarding within any setting where children are being taught.

The DSL will:

- Act as the main point of contact for safeguarding concerns.
- Receive and respond to reports of suspected abuse, neglect or poor practice.
- Ensure that concerns are recorded accurately and securely.
- Refer concerns to the appropriate external safeguarding authorities when necessary.
- Liaise with parents and guardians where appropriate and safe to do so.
- Ensure that instructors and volunteers understand their safeguarding responsibilities.
- Maintain and review safeguarding procedures.
- Ensure that relevant safeguarding training is undertaken.
- Promote a teaching environment in which children feel comfortable raising concerns.

If a concern involves the DSL, it should be reported directly to BMABA CIC, who act as our Safeguarding Governing Body. BMABA can be contacted independently for any safeguarding concerns at safeguarding@bmaba.org.uk or via 01798 306546.

Safeguarding contact details:

DSL:	Ms Tamsin Davis info@unbreakableselfdefence.com
BMABA contact:	safeguarding@bmaba.org.uk / 01798 306546

3. Recognising abuse and neglect

All adults involved with Unbreakable Self-Defence C.I.C. should be aware of the different forms of abuse and neglect and understand that these may not always be immediately obvious.

Abuse can take place within families, peer groups, sporting environments, online spaces or other settings. It may be perpetrated by adults or other children.

The main categories of abuse include:

Physical abuse

Deliberately causing physical harm to a child. This may include hitting, shaking, burning, poisoning or other forms of physical injury. In a self-defence or martial arts setting, this could

also include the deliberate misuse of techniques, excessive force, punishment through physical exercise or training beyond safe limits.

Emotional abuse

Persistent emotional mistreatment that affects a child's emotional development and wellbeing. Examples include humiliation, intimidation, threats, belittling, rejection, excessive criticism or making a child feel worthless.

Sexual abuse

Forcing or enticing a child to take part in sexual activities, whether or not the child understands what is happening. This can include physical contact, sexual harassment, inappropriate touching, exposure to sexual material, grooming or online exploitation.

Neglect

The persistent failure to meet a child's basic physical or emotional needs, potentially resulting in harm to their health or development. This may include inadequate supervision, failure to provide appropriate clothing or equipment, or ignoring medical needs and injuries.

Other safeguarding concerns may include:

- Bullying, including cyberbullying.
- Discrimination, racism, sexism or harassment.
- Child-on-child abuse.
- Sexual harassment or inappropriate behaviour between students.
- Grooming and exploitation.
- Domestic abuse within a child's household.
- Online abuse and inappropriate communications.
- Radicalisation and exploitation.
- Self-harm or serious concerns about a child's mental health.

All concerns must be taken seriously, even where there is no clear evidence of abuse.

4. Safer recruitment and suitability of instructors

Unbreakable Self-Defence C.I.C. recognises the importance of ensuring that anyone working with children is suitable, appropriately qualified and aware of their safeguarding responsibilities.

The organisation will take reasonable steps to ensure safe recruitment and selection of instructors and volunteers.

These steps will include, as appropriate:

- Clear role descriptions and expectations.
- Verification of relevant taekwondo qualifications and experience.
- Appropriate references.
- Appropriate DBS checks, in accordance with current eligibility requirements.
- Safeguarding training relevant to the individual's role.
- Agreement to follow the organisation’s safeguarding policy and code of conduct.

DBS checks will be undertaken where legally eligible and required for the role. The level of check will be determined by the duties performed and the applicable legislation.

Having a DBS check does not, by itself, guarantee that an individual is suitable to work with children. Safeguarding is an ongoing responsibility.

All instructors and volunteers must disclose any relevant information that could affect their suitability to work with children.

Unbreakable Self-Defence C.I.C. will ensure that safeguarding concerns or allegations relating to an instructor or volunteer are dealt with appropriately.

5. Safe coaching and training practices

Unbreakable Self-Defence C.I.C. will ensure that all training is conducted in a safe, respectful and age-appropriate manner.

Instructors must:

- Treat all participants with dignity and respect.
- Provide instruction appropriate to the child's age, experience and ability.
- Never use physical exercise, humiliation or intimidation as punishment.
- Never encourage participants to train through pain or injury.
- Ensure that training areas and equipment are safe and suitable.
- Maintain appropriate supervision throughout sessions.
- Be aware of individual needs, disabilities and additional support requirements.
- Encourage children to ask questions and express discomfort or concerns.
- Challenge inappropriate behaviour promptly.

Physical contact during instruction

Self-defence training involves physical techniques and movements which may sometimes require an instructor to demonstrate or correct a participant's position.

Any physical contact must be appropriate, necessary, proportionate and related to the instruction being given.

Instructors should:

- Explain why physical contact is necessary before making contact wherever possible.
- Seek the child's consent before touching them.
- Respect a child's decision if they do not wish to be touched.
- Use verbal instruction, demonstration or other alternatives wherever practical.
- Avoid unnecessary or prolonged physical contact.
- Never touch a child in an intimate or inappropriate manner.
- Avoid situations where physical contact could be misunderstood.

Physical contact must never be used as a means of punishment, intimidation or control.

Partner work

Partner exercises must be appropriate to the age, size, experience and ability of the participants involved.

Instructors must ensure:

- Participants are appropriately matched for partner work.
- Partner exercises take place under suitable supervision.
- Protective equipment such as strike shields are used in accordance with the applicable rules.
- Techniques and contact levels are appropriate to the participants and activity.
- Participants understand the expectations and level of force before participating.
- Any participant can stop an activity if they feel uncomfortable or unsafe.
- Injuries are dealt with promptly and appropriately.

Children must never be pressured into taking part in activities beyond their ability or comfort level.

Injuries and medical concerns

All injuries must be taken seriously and dealt with appropriately.

Instructors must not allow a child to continue training if doing so could put their health or safety at risk.

Parents or guardians must be informed of significant injuries and any incident requiring medical attention.

6. Supervision and appropriate boundaries

Unbreakable Self-Defence C.I.C. will ensure that children are appropriately supervised during all club activities.

Instructors and volunteers must maintain professional boundaries at all times.

The following practices must be observed:

- Children must not be left unsupervised during training sessions.
- Wherever possible, more than one responsible adult should be present when children are taking part in training activities.
- Instructors should avoid being alone with a child in an isolated or private setting.
- Where individual instruction is requested, it should take place in an open and observable environment.
- Children must not be invited to an instructor's home or private accommodation.
- Instructors must not develop inappropriate personal or intimate relationships with participants.
- Instructors must not favour individual children through gifts, special treatment or inappropriate attention.

One-to-one coaching

Where one-to-one coaching is requested, it must be arranged transparently, with parental or guardian knowledge and consent.

Sessions should take place in an environment where other responsible adults can see and, where appropriate, hear what is happening.

7. Changing facilities and personal care

Unbreakable Self-Defence C.I.C. recognises that changing arrangements can present particular safeguarding challenges, especially where children and adults attend the same venue.

The following principles apply:

- Adults must not change alongside children in designated children's changing facilities.

- Instructors and volunteers must not enter changing areas occupied by children unless there is a genuine welfare or safety reason.
- Where assistance is required, this should be provided by a parent or guardian wherever possible.
- Any necessary assistance must be appropriate, transparent and respectful of the child's dignity and privacy.
- Children should be encouraged to develop age-appropriate independence when changing.
- Photographs and video recordings must never be taken in changing facilities.

Where a venue has shared changing facilities, Unbreakable Self-Defence C.I.C. will consider appropriate arrangements to protect children's privacy and safety.

8. Photography, video and social media

Unbreakable Self-Defence C.I.C. recognises that photographs and videos can be a positive way of celebrating achievements and promoting the organisation’s activities. However, children's privacy and safety must always take priority.

Unbreakable Self-Defence C.I.C. will:

- Obtain appropriate parental or guardian consent before taking or publishing identifiable images of children.
- Where appropriate, seek the child's own agreement as well.
- Explain how images may be used, including on the club website and social media.
- Never publish a child's full name alongside an identifiable image without appropriate permission.
- Never take photographs or videos in changing areas.
- Respect any request not to photograph or publish images of a child.
- Remove published images where consent has been withdrawn, subject to any legal or safeguarding requirements.

Instructors and volunteers must not use personal social media accounts to communicate privately with children about self-defence training.

All online communication must be appropriate, transparent and related to club business.

Where possible, communications with children should include a parent or guardian or use an official club communication channel.

Instructors must never engage in private, secretive or inappropriate conversations with children online.

9. Communication and collection arrangements

Parents and guardians are responsible for ensuring that children arrive at and leave a training course safely, unless a specific alternative arrangement has been agreed with the organisation.

For independent workshops and counrse, Unbreakable Self-Defence C.I.C. will make its expectations clear regarding:

- Arrival and collection times.
- Who is authorised to collect a child.
- Emergency contact details.
- Changes to collection arrangements.
- What happens if a child is not collected on time.

Children must not be allowed to leave with an unfamiliar adult or someone who has not been authorised by their parent or guardian.

If a child is not collected at the expected time, the instructor must ensure that they remain safely supervised while reasonable attempts are made to contact the parent or guardian.

A child must never be left alone at the venue.

Where a child regularly arrives or leaves independently, this must be agreed with their parent or guardian and appropriate arrangements recorded.

10. Bullying, discrimination and inappropriate behaviour

Unbreakable Self-Defence C.I.C. is committed to providing an inclusive environment where everyone feels respected and valued.

Bullying, intimidation, harassment and discrimination will not be tolerated.

This includes:

- Physical or verbal bullying.
- Deliberate exclusion or humiliation.

- Cyberbullying.
- Racist, sexist or discriminatory language.
- Homophobic or transphobic abuse.
- Unwanted physical contact.
- Threatening or intimidating behaviour.
- Misuse of martial arts skills to frighten or harm others.

All incidents will be taken seriously and dealt with appropriately.

Children will be encouraged to speak to an instructor or the DSL if they experience or witness bullying or inappropriate behaviour.

Where a child displays harmful behaviour towards another child, the club will respond in a way that prioritises the safety and welfare of all children involved.

11. Responding to a safeguarding concern or disclosure

All instructors, volunteers and committee members must know how to respond if a child discloses abuse or if they become concerned about a child's welfare.

If a child tells you something that causes concern:

1. Listen carefully and remain calm.
2. Allow the child to speak in their own words.
3. Take what they say seriously.
4. Reassure them that they have done the right thing by speaking up.
5. Explain that you cannot promise to keep the information secret because you may need to share it with people who can help keep them safe.
6. Do not ask leading questions or attempt to investigate.
7. Do not confront the person who may be responsible.
8. Record the information as soon as possible, using the child's own words wherever possible.
9. Report the concern to the DSL as soon as possible.

Do not dismiss a concern because it seems minor, because the child has not provided evidence, or because the person involved is known and trusted by the club.

If a child is in immediate danger

If a child is at immediate risk of harm, contact the police on 999.

Do not delay contacting emergency services while waiting to speak to the DSL.

Recording concerns

All safeguarding concerns must be recorded, including concerns that may initially appear to be minor.

Records should include:

- The child's name and date of birth, where known.
- The date, time and location of the incident or disclosure.
- The name of the person reporting the concern.
- A factual description of what was seen, heard or disclosed.
- The child's own words wherever possible.
- Any action taken.
- Who the concern was reported to and when.
- Any subsequent action or referral.

Records must be factual, accurate, confidential and stored securely.

Safeguarding information must only be shared with those who need to know in order to protect the child.

External referrals

The DSL will consider whether the concern needs to be referred to children's social care, the police or another appropriate safeguarding authority.

Where there is a concern about an adult working with children, the DSL will also consider whether a referral to the Local Authority Designated Officer (LADO) is required.

Unbreakable Self-Defence C.I.C. will cooperate fully with any investigation or safeguarding process.

Unbreakable Self-Defence C.I.C. will not investigate allegations of abuse itself or attempt to resolve serious safeguarding concerns internally.

A referral must not be delayed simply because the club is waiting for further information or permission from a parent.

12. Allegations against instructors, volunteers or other adults

Any allegation or concern involving an instructor, volunteer, committee member or other adult associated with Unbreakable Self-Defence C.I.C. must be taken seriously.

This includes allegations of abuse, inappropriate physical contact, grooming, bullying, harassment, inappropriate communication or other behaviour that may place a child at risk.

The organisation will:

- Take all allegations seriously.
- Ensure the immediate safety of any child involved.
- Report the concern to the DSL or, where the allegation involves the DSL, to the Chair or another appropriate senior person.
- Refer the matter to the relevant external safeguarding authority or LADO where appropriate.
- Follow advice from the relevant authorities regarding any interim measures.
- Maintain confidentiality and accurate records.
- Avoid conducting its own investigation where an external investigation is required.

An individual may be temporarily removed from activities involving children while concerns are assessed. This is a neutral safeguarding measure and does not imply that an allegation has been proven.

No person will be permitted to influence, intimidate or discourage a child or another adult from raising a safeguarding concern.

13. Child-on-child abuse

Unbreakable Self-Defence C.I.C. recognises that children can cause harm to other children.

This may include bullying, physical violence, sexual harassment, unwanted touching, coercion, intimidation, online abuse or other inappropriate behaviour.

Such behaviour will not be dismissed as simply part of growing up or normal within a martial arts training setting.

All reports will be taken seriously and managed sensitively, with consideration given to the safety and welfare of everyone involved.

The organisation will:

- Take immediate steps to protect children from further harm.
- Listen to all children involved.
- Report concerns to the DSL.
- Inform parents or guardians where appropriate and safe to do so.
- Seek external advice or support where necessary.
- Maintain appropriate records.

14. Inclusion and additional needs

Unbreakable Self-Defence C.I.C. believes that every child should have the opportunity to participate in martial arts in a safe and supportive environment.

We recognise that some children may have additional safeguarding needs because of disability, communication difficulties, neurodiversity, previous experiences of trauma or other circumstances.

The organisation will make reasonable efforts to understand individual needs and make appropriate adjustments.

Instructors will be encouraged to communicate clearly, provide alternative explanations or demonstrations where necessary, and ensure that no child is disadvantaged or excluded unnecessarily.

Information about a child's additional needs will be treated confidentially and shared only where necessary to support their safety and participation.

15. Health, safety and risk management

Unbreakable Self-Defence C.I.C. will take reasonable steps to ensure that all training environments and activities are safe and suitable for children.

This includes:

- Appropriate risk assessments for training venues and activities.
- Safe and suitable training equipment.
- Suitable first-aid arrangements.
- Appropriate supervision.
- Clear procedures for accidents and emergencies.
- Appropriate insurance cover.
- Safe and age-appropriate training practices.

Risk assessments will be undertaken for activities outside normal training sessions, including competitions, demonstrations, seminars and away events.

Any safeguarding or safety concerns arising during an activity must be reported to the DSL or an appropriate senior club representative.

16. Responsibilities of children and young people

Unbreakable Self-Defence C.I.C. encourages children and young people to take an active role in creating a safe and respectful training environment.

Students are expected to:

- Treat others with kindness and respect.
- Listen to instructors and follow safety instructions.
- Respect other students' personal space and boundaries.
- Never use self-defence techniques to intimidate or deliberately hurt others.
- Avoid bullying, discrimination or inappropriate behaviour.
- Tell an instructor or trusted adult if something makes them feel uncomfortable or unsafe.
- Respect the rights and feelings of other students.

Children should understand that they can always say no to physical contact, partner work or an activity that makes them feel unsafe or uncomfortable.

They will be encouraged to speak up without fear of being blamed or punished.

17. Confidentiality and information sharing

All safeguarding information will be treated sensitively and confidentially.

However, confidentiality must never prevent information from being shared when this is necessary to protect a child.

Information will only be shared with appropriate individuals or organisations who need it to safeguard a child.

Safeguarding records will be stored securely, with access restricted to authorised individuals.

Unbreakable Self-Defence C.I.C. is registered with the Information Commissioner’s Office (ICO) and observes all relevant data protection legislation and guidance when collecting, storing and sharing personal information.

18. Breaches of this policy

Any breach of this policy will be taken seriously.

Depending on the nature and seriousness of the breach, action may include:

- Informal guidance or additional training.
- Formal warnings.

- Removal from an instructor or volunteer role.
- Referral to the relevant governing body or safeguarding authority.
- Referral to the police or other statutory agencies where appropriate.

Serious safeguarding concerns will always be referred to the appropriate external authorities, rather than being dealt with solely through the club's disciplinary procedures.

19. Review and monitoring

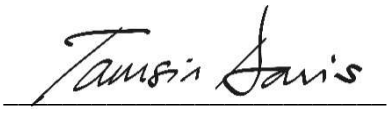
Unbreakable Self-Defence C.I.C. is committed to continually improving its safeguarding arrangements.

This policy will be reviewed at least annually and whenever there are significant changes to legislation, safeguarding guidance, club activities or identified risks.

The organisation will ensure that:

- All relevant adults are made aware of this policy.
- Parents and guardians of participants can access the policy.
- Safeguarding training is kept up to date.
- Safeguarding concerns and incidents are monitored.
- Risk assessments and procedures are reviewed regularly.

This policy has been approved by Unbreakable Self-Defence C.I.C. and applies to all individuals involved in the club.

Signed: 

Position: Founder, Lead Instructor & Facilitator at Unbreakable Self-Defence C.I.C.

Date: 1/11/26