

**HO SHIN DO KARATE MEMBER PROTECTION POLICY**

***Updated 23/12/2021***

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1. **Introduction**

Ho Shin Do Karate seeks to enhance the physical, mental, emotional, spiritual and social growth of students through karate training. An interdisciplinary approach and an interactive style of teaching is used. Fundamentals of both traditional and modern elements of karate, appropriate to the age and developmental level of students, will be taught within defined values. This policy was developed in collaboration with all our members, volunteers and children who use our services and their parents.

1. **Purpose of Our Policy**

The main objective of our Member Protection Policy (policy) is to ensure responsible behaviour and ethical and informed decision-making by participants in this club. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. In particular, it emphasises the strong commitment of the club to child safety and establishing and maintaining child safe and child friendly environments.

1. **Context**

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from abuse.

It complies with our obligations under the

* *Child and Young People (Safety) Act 2017* which requires prescribed organisations to provide safe environments for children and young people as set out in the legislation
* *Child Safety (Prohibited Persons) Act 2016* which setsout the obligations of persons or bodies who provide a service or undertake an activity that constitutes child-related work including ensuring these people have a valid Working with Children Check (WWCC)

It also complies with the National Principles for Child Safe Organisations (National Principles)

1. **Scope**

This policy, from the date of endorsement, applies to everyone involved in the club, that is instructors, volunteers, students, parents and spectators. Our policy covers breaches of our code of behaviour and inappropriate behaviour that occurs at training and seminars, at social events organised or sanctioned by the club, on away and overnight trips and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

1. **Club Responsibilities**



* make any necessary amendments to any existing, rules or other policies to enable this policy to be enforceable;
* implement and comply with our policy;
* promote our policy to everyone involved in our club;
* promote and model appropriate standards of behaviour at all times;
* respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
* review this policy every 12-18 months; and

 



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1. **Protection of Children**
	1. **Child Protection**

Ho Shin Do Karate is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We have three people appointed to be child safety officers who are a first point of contact to provide advice and support to children, parents, members and volunteers regarding the safety and well-being of children in our organization. We also support the rights and wellbeing of our instructors and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Ho Shin Do Karate acknowledges that our instructors, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Ho Shin Do Karate aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

* + 1. : Identify and Analyse Risk of Harm

Ho Shin Do Karate will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is, and to determine any additional strategies required to minimise and prevent risk of harm to children.

* + 1. : Develop Codes of Conduct for Adults and Children

Ho Shin Do Karate will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation’s care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour for instructors. (See Attachment 1)

* + 1. : Choose Suitable Instructors and Volunteers

Ho Shin Do Karate will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging and/or retaining people who are unsuitable to work with children.

A Working with Children Check (WWCC) issued by the Screening Unit of the Department of Human Services will be required for anyone working with students in our club, and Ho Shin Do Karate will ensure that the criminal history information is dealt with in accordance with the standards developed by the Chief Executive, Department for Families and Communities.1 (See Attachment 2). Note a valid DCSI clearance can be used until expiry then a valid WCCC must be held.

The nature of the organisation is that instructors are recruited from within the club. This means that they have been a student member of the group for many years and as such their character and suitability for working with other students (adults and children) has been assessed prior to them becoming an instructor. This assessment process consists of observation (by instructor group) of the student teaching other students (adults and children), together with direct feedback from those being taught. However a WWCC is still required under the recruitment process.

* + 1. : Support, Train, Supervise and Enhance Performance

Ho Shin Do Karate will ensure that volunteers and instructors who work with children have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child- safe environment. This includes the Play by the Rules (online training course) and the SMART program offered by the SA Department of Education and Children's Services. (https://www.education.sa.gov.au/sites/default/files/protective\_practices\_for\_staff\_in\_their\_interactions\_with\_children\_and\_young\_people.pdf?acsf\_files\_redirect)

* + 1. : Empower and Promote the Participation of Children In Decision-Making And Service Development

Ho Shin Do Karate will promote the involvement and participation of children and young people in developing and maintaining child-safe environments. This includes seeking feedback from children (where appropriate) on services provided for children and child-safe policies and procedures. Parents and children are invited to comment on policy prior to implementation and review dates and at any other time as needed. Children and parents are informed of the complaints procedure and how to use it. Children and parents are made aware of where to seek help and support both within and beyond the organisation including Youth Help Line, Kids Help Line, Lifeline etc.

* + 1. : Report and Respond Appropriately to Suspected Harm and Risk of Harm

Ho Shin Do Karate will ensure that volunteers and instructors are able to identify and respond to children at risk of harm.

Ho Shin Do Karate will make all volunteers and instructors aware of their responsibilities under the *Children and Young People (Safety) Act 2017* if they have suspicion on reasonable grounds that a child has been or is being harmed or at risk of harm.

If any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code’(s) of practice set out they may make a internal complaint. Please refer to our complaints procedure outlined in attachment 4 of this policy. This will explain what to do about the behaviour and how the Ho Shin Do Karate will deal with the problem.

1 Families and Communities (2007) *Child Safe Environments: Principles of Good Practice & Suggested Implementation Guidelines and Indicators*. Adelaide: DFC.

* 1. **Supervision**

Members under the age of 18 years must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to each member’s age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 years is unsupervised, they should assume responsibility for the member’s safety until the parent/guardian can be found.

Parents must arrive on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

* 1. **Transportation**

Parents/guardians are responsible for transporting their children to and from club activities.

* 1. **Taking Images of Children**

Ho Shin Do Karate acknowledges that in South Australia under the Summary Offences Act 1953 a person must not engage in indecent filming. Images of children and adults should not be used inappropriately or illegally.

Our club requires that members, wherever possible, obtain permission from a child’s parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.

We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

A consent form is provided for parents to give consent for use of images of their child(ren) (Attachment 2.1).

A consent from is provided for adult students to give consent for use of their images. (Attachment 2.2).

1. **Anti-harassment, Discrimination and Bullying**

Ho Shin Do Karate opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying (including cyber bullying) seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied or believe they have witnessed such behaviour to raise the issue with the club (see Responding to Complaints).

1. **Inclusive practices**

Our club is welcoming and seeks to include members from all areas of our community.

* 1. **People with a disability**

Where possible we will include people with a disability in our club. We will make reasonable adaptations to enable participation.

1. **2 People from diverse cultures**

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

* 1. **Sexual & Gender Identity**

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

* 1. **Pregnancy**

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation. For safety reasons, it is a club policy that pregnant women do not participate in sparring. Alternative activities to develop sparring skills will be provided in this instance.

1. **Responding to Complaints**
	1. **Complaints**

Our club takes all complaints about behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

* all complaints will be taken seriously;
* both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
* irrelevant matters will not be taken into account;
* decisions will be unbiased and fair; and
* any penalties imposed will be fair and reasonable.

If the complaint relates to suspected child harm or risk of harm, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority.

* 1. **Complaint Handling Process**

When a complaint is received by our club, the instructor will:

* listen carefully and ask questions to understand the nature and extent of the problem;
* ask what the complainant would like to happen;
* explain the different options available to help resolve the problem;
* take notes; and
* maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This will involve some or all of the following:

* supporting the complainant to talk to the respondent about the issue
* bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
* gathering more information (e.g. from other people that may have seen the behaviour);
* seeking advice from from an external agency (e.g. State Department of Sport or anti- discrimination agency);
* referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.
* Informing the respondent of his/her rights and responsibilities in the process

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

* 1. **Disciplinary Measures**

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

* Be fair and reasonable;
* Be based on the evidence and information presented and the seriousness of the breach;

Possible measures that may be taken include:

* verbal and/or written apology;
* counselling to address behaviour;
* suspension or termination of membership, participation or engagement in a role or activity;
* any other form of discipline that our club considers reasonable and appropriate.
	1. **Appeals**

The complainant or respondent can lodge one appeal against decisions or disciplinary measures imposed by our club. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

**Attachment 1: CODES OF BEHAVIOUR**

Ho Shin Do Karate requires that all instructors and other volunteers working directly with members shall read and agree to be bound by the Australian Sports Commission Coach Code of Behaviour as published on the ASC website and reproduced on the attached page.

Further, all instructors and other volunteers shall be requested to sign this statement to confirm that they have read and understand the Codes of Behaviour and that they agree to comply with those principles at all times while instructing or volunteering on behalf of Ho Shin Do Karate.

Ho Shin Do Karate also requests that all instructors and other volunteers shall submit to a Working With Children Check (WWCC) issued by the Screening Unit of the Department of Human Services. A valid DCSI check can be used until expiry then a valid WWCC check must be held.

It is a requirement that instructors complete the Play by the Rules (free) online training course, which provides information about discrimination, harassment and child protection and explains your rights and how the law protects individuals and ensures their right to participate fairly and safely in sport and recreation activities. The Play by the Rules online training will assist instructors and volunteers to understand their legal and ethical roles and responsibilities to create a safe environment for sports participation. Other volunteers are encouraged to complete this course.

**Instructors will;**

* Set clear boundaries about appropriate behaviour between themselves and the students (especially children) in Ho Shin Do Karate
* Always have another adult present or in sight when conducting one to one coaching, instruction etc.
* Raise any concerns, problems or issues with instructor as soon as possible.
* Record and act on serious complaints of harm or risk of harm.

**Instructors will not;**

* Develop any “special” relationships with children that could be seen as favouritism such as the offering of gifts or special treatment.
* Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.

**Statement by Instructor and/or other Volunteer** (Circle as required)

I have read and understand the ASC Code of Behaviour and agree to abide by those principles at all times

 (Signature)

 (Name in full)

 (Position/Role))

 (Date) Witness:

 (Signature)

 (Name in full)

 (Position/Role))

 (Date)

**Australian Sports Commission**

**Coaches and other Volunteers**

The Essence of Australian Sport Code of Behaviour

The Australian Sport Code of Behaviour is intended to be the minimum standard for anyone involved in sport.

The standards require that coaches and other volunteers:

* operate within the rules and spirit of your sport, promoting fair play over winning at any cost
* encourage and support opportunities for people to learn appropriate behaviours and skills
* support opportunities for participation in all aspects of the sport
* treat each person as an individual
* display control and courtesy to all involved with the sport

respect the rights and worth of every person regardless of their gender, ability, cultural background or religion

* respect the decisions of officials, coaches and administrators in the conduct of the sport wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years
* adopt appropriate and responsible behaviour in all interactions
* adopt responsible behaviour in relation to alcohol and other drugs
* act with integrity and objectivity, and accept responsibility for your decisions and actions
* ensure your decisions and actions contribute to a safe environment
* ensure your decisions and actions contribute to a harassment free environment
* do not tolerate harmful or abusive behaviours

**Students**

* give your best at all times
* participate for your own enjoyment and benefit
* need to be mindful of how they interact with other students as well as instructors/volunteers
* will follow the club's code of safety (see Attachment 6, Code of Safety)

**Instructors**

* place the safety and welfare of the athletes above all else by following the club's code of safety
* help each person reach their potential and compliment and encourage with positive and supportive feedback
* any physical contact with a person should be appropriate to the situation and necessary for the person’s skill development
* be honest and do not allow your qualifications to be misrepresented

**Administrators**

* act honestly, in good faith and in the best interests of the sport as a whole
* ensure that any information acquired, or advantage gained from the position is not used improperly
* conduct your responsibilities with due care, competence and diligence
* do not allow prejudice, conflict of interest or bias to affect your objectivity

**Parents**

* encourage children to participate and have fun
* focus on the child’s effort and performance rather than winning or losing
* never ridicule or yell at a child for making a mistake



**Attachment 2.1 Child Image Consent Form**

**Consent Form - Permission to use likeness, image, voice, performance of students and children.**

**Background**

Ho Shin Do Karate produces newsletters for teaching, learning and promotional purposes and publishes them in print and digitally (on websites).

**Request for Permission**

Ho Shin Do Karate seeks permission to use the following:

media (photo/film/audio recording) in which your child appears written comment made by your child

a

**Granting Permission**

By completing and returning this permission form, you are granting permission for Ho Shin Do Karate to use:

an image or recording of your child which appears in a photo, film and/or audio recording to publish on paper and/or on websites

**Consent**

I give permission to the Ho Shin Do Karate to publish media and comments of:

**Child’s Name**:

*(Full name - please print)*

**Name of dojo**:

**Child’s signature:**

*(Student to sign)*

**Parent/Guardian’s signatures:**

*(Parent/guardian to sign)*

*(Parent/guardian to sign))*

**Full name of Parent(s)/Guardian(s):**

*(please print)*

**Date:**

*(please print)*

***Please provide signatures of both parents and/or guardians where possible.***



**Attachment 2.2 Adult Image Consent Form**

**Consent Form - Permission to use likeness, image, voice, performance of adult students.**

**Background**

Ho Shin Do Karate produces newsletters for teaching, learning and promotional purposes and publishes them in print and digitally (on websites).

**Request for Permission**

Ho Shin Do Karate seeks permission to use the following: media (photo/film/audio recording) in which you appear

a

written comment made by you

**Granting Permission**

By completing and returning this permission form, you are granting permission for Ho Shin Do Karate to use:

an image or recording of you which appears in a photo, film and/or audio recording to publish on paper and/or on websites

**Consent**

I give permission to the Ho Shin Do Karate to publish media and comments of:

**Full Name**:

*(Full name - please print)*

**Name of dojo**:

**Signature:**

*(Student to sign)*

**Date:**

**Attachment 3.1: SCREENING REQUIREMENTS**

A Working with Children Check (WWCC)assessment is a decision about whether a person is suitable to work with children based on the person’s criminal history (if any) and the assessed risk to children who access services from the organisation.

Ho Shin Do Karate requires a current Working with Children Check issued by the Screening Unit of the Department of Human Services for all Instructors (including Sempai).

* 1. **– Identifying affected positions**

Ho Shin Do Karate will check the currency of WWCC of every person who works with children in this organisation, its affiliated associations and clubs.

As a first step, Ho Shin Do has identified all individuals within the organisation who will be working with children and/or their records.

These positions are:

Instructors (including Sempai)

* 1. **– Procedures**

Ho Shin Do Karate require a WWCC for people working with children, as required by *Child Safety (Prohibited Persons) Act 2016*

Existing Instructors:

* + 1. All instructors must hold a current Working with Children Check.
		2. The cost of obtaining this check will be covered by the Club.
		3. On receipt of the check the original document must be presented to any of the three Child Safety Officers. Ho Shin Do Karate Child Safety Officers are Damien Seidel, Naomi Higgs and Sarah Paddick).
		4. The Working with Children Check will be renewed every five years

**3.3 – Records management**

Ho Shin Do Karate will take specific actions to store and record information obtained through WWCC. This includes taking measures to ensure information is protected and confidentially stored and safeguards to protect against loss, unauthorised access, modification, disclosure or other misuse.

Ho Shin Do Karate will maintain a Criminal History Assessment register (See attachment 4)

* 1. **- Exemptions from the requirement to conduct criminal history assessments**

In accordance with *Child Safety (Prohibited Persons) Act* 2016, Ho Shin Do Karate has agreed to exempt the following persons from the requirement to undertake a criminal history assessment, unless that person is also involved in a function or event conducted by Ho Shin Do Karate its affiliated associations or clubs which involves the care of children in overnight accommodation.

A person does not need a WWCC if they:

• work for SA Police or the Australian Federal Police

• employ or supervise children in a workplace, unless the work is child-related (e.g. managing a fast food restaurant that employs people under 18)

• work in the same capacity as a child (e.g. working at a checkout in a supermarket that also hires people under 18 in the same type of role)

• don’t reasonably believe they will work with children for more than seven days (consecutive or not) in a calendar year\*

• are a parent or guardian volunteering with their own child (e.g. at school) and do not have close personal contact with other children, or participate in an organised overnight event (e.g. a school camp)

• live interstate, have a current child-related check from their home state, and are working at an organised event in South Australia lasting no more than 10 consecutive days. • are under the age of 14.

\*The seven day exclusion does not apply if the person is involved with an overnight activity (e.g. school camp), or has close contact with children with

**Ho Shin Do Karate**

**WORKING WITH CHILDREN CHECK REGISTER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **WWCC Reference Number**  | **Date of certificate**  | **Date for renewal\*\*** |
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\* This date refers to the day that the WWCC was received and not the day the assessment was completed.

\*\* The date of renewal is a maximum of five years from the day the WWCC was issued.

# Attachment 4: REPORTING FORMS

**RECORD OF COMPLAINT**

|  |  |  |
| --- | --- | --- |
| Name of person receiving complaint |  | Date: / / |
| Complainant’s Name |  | Over 18 |  Under 18 |
| Complainant’s contact details | Phone: Email: |
| Complainant’s role/status in Club |  | Administrator (volunteer) StudentSpectator | * Instructor
* Parent
* Other

………………………………. |
| Name of Respondent |  | Over 18 |  Under 18 |
| Respondent’s role/status in Club |  | Administrator (volunteer) StudentSpectator | * Instructor
* Parent
* Other

………………………………. |
| Location/event of alleged issue |  |
| Nature of complaint (category/basis/grounds) | * Harassment or  Discrimination
* Sexual/sexist  Selection dispute  Coaching methods
* Sexuality  Personality clash  Verbal abuse
* Race  Bullying  Physical abuse
* Religion  Disability  Victimisation
* Pregnancy  Child Abuse  Unfair decision

Other ………………………………………………………………… |
| Can tick more than one box |
| Description of alleged issue |  |

|  |  |
| --- | --- |
| What the Complainant wants to happen to fix issue |  |
| Information provided to Complainant |  |
| Resolution and/or action taken |  |
| Follow-up action |  |

# Attachment 5: CODE OF SAFETY

**HO SHIN DO CODE OF SAFETY**

It is the responsibility of all Ho Shin Do Karate members to ensure they have read, understood and subsequently adhere to the club’s Code of Safety. If you have any problems understanding this code or have any questions, please ask one of our Instructors.

1. It is incumbent on any new member to ensure they are medically fit to train in karate and seek advice from their medical practitioner as required.
2. Any members who wish to train during pregnancy must discuss with this with their medical practitioner and provide the club with appropriate written authorisation from the same. Ho Shin Do Karate endorses the Sports Medicine Australia “Pregnancy Statement”. Copies available on request or online.

( [http://sma.org.au/wp-content/uploads/2009/10/WIS-ExPreg.pdf)](http://sma.org.au/wp-content/uploads/2009/10/WIS-ExPreg.pdf%29)

1. All medical conditions must be declared on the membership form.
2. If you are recovering from an injury or illness or have some kind of physical limitations, you must make sure that your Instructor is aware of this.
3. A first aid kit is available at all Club activities.
4. In the event of an injury resulting in personal blood spillage, the member must advise the Instructor and leave the training area to contain the bleeding. The member must take all reasonable steps to avoid contacting other members with blood, exposed or open wounds. Any blood spillage must be cleared from the training area by the

injured person, or if this is not possible by another member. Any member, who is required to deal with a blood spillage of another member, MUST wear gloves, which are available from the Instructor. Ho Shin Do Karate endorses the Sports Medicine Australia “Infectious Disease Policy” and “Blood Rules OK” documents. Copies available on request or online.

( [http://sma.org.au/wp-content/uploads/2009/05/infdisease.pdf)](http://sma.org.au/wp-content/uploads/2009/05/infdisease.pdf%29)

( [http://sma.org.au/wp-content/uploads/2009/10/Blood\_rulesOK-booklet.pdf)](http://sma.org.au/wp-content/uploads/2009/10/Blood_rulesOK-booklet.pdf%29)

1. In the event of a serious accident/injury, a Training Accident report must be completed by the Instructor and signed by the member.
2. In the event of a serious accident/injury, the Instructors have an automatic right to call an ambulance on behalf of the member.
3. Jewellery must be removed prior to commencing training. If the jewellery can not be removed it must be covered with a bandaid.
4. No karate training/Club event is to occur unless an Instructor or an appropriately trained Sempai is present.
5. All members participating in Club training/event must be aware of and have signed off on the Club’s Code of Safety.
6. Non-members participating as a free lesson trial, must be made aware of the Club’s Code of Safety, and informed that they participate at their own risk.
7. Loose fitting clothing or a karate uniform (Gi) is to be worn during training.
8. Part of Ho Shin Do's karate training involves non-contact kumite (sparring). All participants are required to wear the following safety apparel as a minimum:

hand mitts, shin guards, mouth guards and groin guards (if applicable)

1. During kumite, all members are responsible for ensuring the safety and welfare of other participants. If members act in such a way as to jeopardise the safety and welfare of others, **Instructors will remove them from the kumite exercise**.

I, , have read and understood the Ho Shin Do Karate Code of Safety.

Name:

Signature:

Date:

Parent/Guardian

Name:

Signature:

Date:

Required if Applicant is under 18 years of age.

Instructor Name:

Instructor Signature:


# Attachment 6: RISK MANAGEMENT POLICY

In order to manage risk of abuse or harm, instructors must be aware of both child development and how child abuse can occur and be detected within an organisation. All instructors will complete the Play by the Rules (online training course), which provides information about discrimination, harassment and child protection and explains your rights and how the law protects individuals and ensures their right to participate fairly and safely in sport and recreation activities.

This risk management policy involves identifying key services provided and an assessment of risks posed to children in the provision of these services. A regular review of risks to children is also undertaken and policies/codes of conduct updated as required.

Issues such as sources of, and reasons for, potential risks to children are examined. Potential consequences and existing controls are also identified.

Once high-risk situations have been identified, a risk management process or plan that minimises the risk of such situations or relationships occurring is developed, including situations which might lead to false, malicious or mistaken accusations of abuse.

Codes of conduct are developed as reference material for instructors and students alike in order to manage and minimise risk.

The key services provided by Ho Shin Do Karate are the group training in karate of both adults and children students. This training occurs in school gyms or community halls, where there can be other users of the facilities. There can be an occasion where only one instructor may be instructing a child or children for a period of time. The children involved in training are more than 6 years of age.

There is risk for harm or abuse to children, or false, malicious or mistaken accusations of abuse where children are alone with an instructor or adult student, or other community members at the varying training facilities, or in transportation and taking images of children.

This risk is managed by

* + the club code of conduct for instructors detailing protective behaviours for both instructor and student alike
	+ the consent form in which parents give consent for taking images of their child
	+ A complaints process to allow a member to complain about inappropriate behaviour of any kind
	+ supervised breaks in training to ensure that instructors are aware of movements of child students and that they are safe
	+ ensuring that other community members using facilities are well away from those of the karate club and that they are not using toilet facilities during karate break times

There is risk for harm as a result of bullying or harassment of any student by other students in the dojo.

This risk is managed by

* + Code of conduct for all students, adult and child, with expectations that all students can train in a safe environment free of bullying or harassment. The expectation within the dojo is of mutual respect for all participants
	+ A complaints process to allow a member to complain about inappropriate behaviour of any kind

There is a risk for harm as a result of a severe physical injury to a student in the dojo during training.

This risk is managed by

* + the club code of safety for all members, detailing required protective equipment and expectations of students during partner work
	+ each student is insured by the club against injuries occurring as result of training
	+ the code of safety must be signed by members or parent/guardians where members are under 18 years
	+ instructors all have basic first aid training
	+ code of safety includes that an ambulance will be called in an emergency and costs to be met by the member or parent/guardian if under 18 years