

ESKA Karate Safeguarding Policy for Events, Activities, and Competitions

1. Introduction This safeguarding policy outlines how ESKA Karate protects children, young people and adults at risk during all events, activities, and competitions. It is aligned with the guidance provided in "Safe Sport Events, Activities and Competitions" (NSPCC, 2023) and applies to all levels of event participation: local, regional, national, international, and one-off community events.

2. Safeguarding Commitment ESKA Karate Club is committed to ensuring the safety, welfare, and wellbeing of all participants, including children, young people, adults at risk, staff, volunteers, and spectators.

3. Scope of the Policy This policy applies to:

- Training and events at club level
- Local inter-club competitions
- Regional and national championships
- International competitions or training camps
- One-off events such as community demonstrations or charity fun days

4. Safeguarding Framework

4.1 Creating a Safeguarding Plan

A safeguarding plan outlines the specific measures and procedures in place to ensure participant safety during an event.

The complexity and format of the plan will depend on the event level.

- **One-off and Local Events (Levels 1-2):**
 - The safeguarding plan may consist of the relevant safeguarding documents from ESKA and other participating organisations.
 - These documents should be reviewed to ensure they address the specific needs and risks of the event.
- **Regional, National and International Events (Level 3-5):**
 - Each participating club must confirm in writing that they understand and will comply with these safeguarding measures.
 - The plan before any event should include a Designated Safeguarding Person, contacts, emergency procedures, registration processes, and communication plans.
 - A specific, standalone safeguarding plan must be developed for the event.
 - This plan sets the minimum safeguarding standards and applies to all individuals and organisations involved.

- It should include detailed procedures for recruitment, supervision, how to respond to a disclosure or safeguarding concern, reporting disclosures or concerns, how to respond to allegations made about an adult, emergency response, whistleblowing procedure and coordination with statutory agencies such as Children's Services.
- All participating groups must formally sign and return a declaration of compliance with the event safeguarding plan.
- Planning must begin well in advance to allow for consultation, training, and information dissemination.

Regardless of event level, the safeguarding plan should aim to:

- Minimise risks to participants and staff
- Promote an inclusive and enjoyable experience
- Ensure safeguarding measures are understood and implemented by all

4.2 Pre-Event Risk Assessments Conducting a pre-event risk assessment is essential to identify and address potential hazards and to ensure appropriate safeguarding measures are in place to reduce the risks. Assessments should be completed prior to every event and reviewed as needed throughout the planning process.

Key areas to assess include:

- Venue layout and facilities (including accessibility, emergency exits)
- Ratio of supervisors to children and young people
- Transport arrangements and travel supervision
- Supervision of changing areas and toilets
- Health and safety, including first aid provision such as presence of first aid trained staff and/or volunteers.
- Emergency procedures and contact information
- Photography and media use

4.3 Roles and Responsibilities

Roles:

- **Event Coordinator:** Oversees the planning and delivery of the event.
- **Designated Safeguarding Person:** The named person responsible for managing and responding to safeguarding concerns.
- **All Staff and Volunteers:** Must complete safeguarding training and adhere to the Club's code of conduct.
- **Parents and Carers:** Expected to understand and cooperate with safeguarding measures. Parents and carers will be made aware of all safeguarding policies through the availability of these on the ESKA website (accessible here: <https://eska.co.uk/about/safe-guarding/>). Parents are signposted to this through

initial communications and reminded of their availability during registration and pre-event briefings.

Responsibilities:

- The Event Coordinator is responsible for overseeing the completion of the risk assessment.
- Input should be gathered from the Designated Safeguarding Person and any other relevant staff or venue personnel.
- A written risk assessment should be documented, shared with relevant staff and volunteers, and retained as part of the event safeguarding plan.

4.4 Parental Responsibility at Events For all events beyond club training and club-level activities (Level 1), parents, carers, or guardians retain primary responsibility for their children unless specific written arrangements have been made in advance.

Where an event allows for parents or carers to leave their child under the supervision of the club or event organisers, they will be required to:

- Provide full emergency contact details for two different people who can take responsibility for the child.
- Disclose any relevant medical information, medication, allergies, disabilities or additional needs.
- Provide written and signed photo and video consent for their child.
- Ensure that they are contactable throughout the duration of the event.
- Carry, provide, and ensure knowledge on how to administer any medication required by their child is shared with event staff. Club staff and volunteers are not responsible for administering medication at events beyond Level 1.
- Where the medication has been left, it must be kept in clearly labelled containers and stored in a safe location for the duration of the event. Event staff will identify this safe location and make this clear to all attendees during the pre-event briefing. The safe location will always be under supervision by event staff and access will not be granted to a child unless their parent, carer, or guardian is present at events above Level 1.
- At Level 1 events, any medication must be handed over to the Event Coordinator or Designated Safeguarding Person in a clearly labelled container with written instructions. This medication will be stored in the designated safe location and only administered by first aid personnel.

Event organisers will communicate clearly where this applies, and all required information will be collected as part of the registration and safeguarding process.

Emergency Situations:

In the event of a medical emergency, such as if a child needs to go to hospital:

- **At Level 1 events** (where children may be left without a parent or carer): The Event

Coordinator or Designated Safeguarding Person will contact emergency services immediately. Once the child is safe and under medical care, the child's emergency contact will be notified without delay. Two staff members will accompany the child to hospital and remain with them until a parent or carer arrives. At least one of these staff members will be of the same sex as the child.

- **At Level 2 and above:** Parents or carers are expected to be present or nearby. They will be contacted immediately and are expected to take responsibility for accompanying their child to hospital or arranging care. Event staff will provide support and supervision until the parent or carer is present.

All medical emergencies will be recorded, and follow-up action will be taken in line with ESKA's Safeguarding Policies.

4.5 Behaviour of Children at Events

Managing behaviour effectively is essential to ensuring a safe, positive, and inclusive environment for all participants. This section outlines how we will respond to common behavioural issues during events:

- **If a child gets upset or is unhappy:** Event staff or volunteers will take the child to a quiet, supervised area to talk and offer reassurance. If the issue cannot be resolved quickly or causes concern, the child's parent or carer will be contacted. No member of event staff will be 1:1 with the child during this conversation.
- **If a child displays a lack of boundaries:** Clear, consistent boundaries will be communicated at the start of the event through the participant code of conduct and pre-event briefing. If necessary, the behaviour will be discussed with the child in a supportive way, and expectations will be reinforced with reference to the agreed codes of conduct. Failure for the child to adhere to these boundaries will result in the child being removed from the activity to a quiet, supervised area by at least two members of event staff while their parents are contacted to collect the child. Any behaviour will be discussed with the parent or carer and participation in future events will be considered.
- **Addressing bullying:** Any allegations or signs of bullying will be taken seriously and dealt with in line with ESKA's safeguarding and anti-bullying policies. These can be accessed here: [ESKA-SAFEGUARDING-POLICY-2025.pdf](#). Victims will be supported, and appropriate action taken in line with the event code of conduct.
- **Managing poor or challenging behaviour:** Strategies include verbal reminders, time-out with supervision, and individual discussions. If behaviour persists or poses a risk, parents may be contacted, and the child may be removed from the activity.
- **If a child is disengaged or bored:** Event staff will attempt to identify the reason and, where possible, adapt or vary activities to re-engage the child. Persistent

disinterest will be managed sensitively, and the child will be supervised appropriately.

At events where parents or carers are present (Level 2 or above events) then the child may be referred to their parent or carer to manage any behavioural incidents. It falls to the discretion of the event staff or volunteers to manage behaviour independently or with parental support. Judgment will be exercised based on the type of behaviour demonstrated, the smooth running of the event and being able to provide continual support to other participants.

All incidents will be recorded and reviewed as part of the event's safeguarding debrief. Persistent issues may lead to discussions with parents or carers about participation in future events.

4.6 Codes of Conduct and Principles of Participation Codes of conduct outline expectations for behaviour and promote a safe and respectful environment. All participants, staff and volunteers must read, understand, and agree to the relevant code of conduct for their role.

All codes of conduct should:

- Be age-appropriate and clearly communicated.
- Include guidance on personal conduct, appearance, and use of mobile phones and social media.
- Clarify the process for addressing breaches and applying disciplinary procedures.

The following codes of conduct apply to the following groups:

- **Athletes (including children and young people):**
 - Compete fairly and with respect.
 - Follow the rules and the referee's decisions.
 - Treat fellow athletes, coaches, and volunteers with dignity.

- Refrain from bullying, discrimination, or any harmful behaviour.
 - Understand that bullying will not be tolerated. If bullying is reported or observed, it will be investigated promptly by the Designated Safeguarding Person or Event Coordinator. Both the victim and the alleged perpetrator will be supported, and appropriate action will be taken. This may include warnings, parental involvement, removal from activities, or further referral in line with safeguarding procedures.
 - Report any safeguarding concerns to the designated safeguarding person or other event member of staff. Staff members will be clearly identifiable through uniform and may display Photo ID badges at some events (Level 4 or above). They will also be identified at the pre-event brief.
 - Participate positively and make the most of opportunities provided at events.
 - Understand that you are representing ESKA Karate and your behaviour will reflect on our standing as a club in the local, regional, national and international sports communities. Behaviour that falls below the standard expected will be dealt with in line with ESKA's safeguarding policies. This could include removal from the event, follow-up conversations with parents or carers, discussions about participation in future events and removal from the club.
- **Referees and Judges:**
 - Remain impartial and consistent in officiating.
 - Prioritise the safety and welfare of all participants.
 - Maintain professionalism at all times.
 - Report any inappropriate conduct or safeguarding issues observed to the Event Coordinator or Designated Safeguarding Person.
- **Event Organisers, Volunteers and Helpers:**
 - Promote a positive, inclusive, and welcoming environment.
 - Follow safeguarding procedures and attend briefings/training.
 - Supervise activities responsibly and respond to any issues.
 - Respect confidentiality but understand when to share concerns.
 - Wear correct uniform, identification badges or other identification items clearly so event participants know who to raise any concerns or seek when in need of help.

5. Safe Practice Across Event Levels

Level 1: One-Off or Fun Events

- Basic safeguarding checklist used.
- Posters and handouts outlining behaviour expectations.
- Publicly visible Designated Safeguarding Person. All event staff will be clearly identifiable through uniform (either a Karate Gi with an ESKA Badge or an ESKA Instructor shirt/jacket). The Designated Safeguarding Person will be identified with an ID badge stating their name and role as designated safeguarding person.
- A person with overall responsibility for the event must be appointed. This individual will oversee planning, ensure that safeguarding arrangements are in place, and coordinate all activities on the day.
- A person with lead responsibility for safeguarding must also be identified. This person should have appropriate safeguarding knowledge and training, be clearly identifiable to participants, and be available throughout the event to respond to any concerns.

Level 2: Club-Only Events

- Existing safeguarding policies reviewed and adapted.
- Staff and volunteers briefed and trained on safeguarding procedures and expected conduct.
- Consent, emergency contact, and medical forms collected and securely stored.
- A registration system must be implemented to ensure accurate records of attendance.
- The event should have a named Event Coordinator who is responsible for planning, delivery, and oversight of all activities.
- A Designated Safeguarding Person must be identified who holds responsibility for receiving and responding to concerns. This individual should be known to all staff and participants and available throughout the event.

- An age-appropriate code of conduct must be communicated to all participants, parents, and staff prior to the event.
- Risk assessments should be carried out in line with the nature of the activities, the venue, and the needs of the participants.
- Staff-to-child supervision ratios must be appropriate, and gender-sensitive supervision should be in place where applicable.
 - NSPCC Guidance for supervision ratios is that there are always at least two adults present when working with or supervising children and young people.
 - 4 - 8 years: 1 adult to 6 children.
 - 9 - 12 years: 1 adult to 8 children.
 - 13 - 18 years: 1 adult to 10 children.

Level 3: Local Multi-Club Events

- A safeguarding plan must be developed in collaboration with all participating clubs and shared with all attending clubs.
- Each club must identify and share the details of their Safeguarding Lead who will be present and available during the event.
- A named Event Coordinator must be appointed with overall responsibility for planning, logistics, safeguarding arrangements, and on-the-day operations.
- Clear reporting routes must be agreed and communicated in advance, including the Designated Safeguarding Person contact points for all clubs.
- Roles and responsibilities for safeguarding and supervision should be clearly allocated and documented.
- All staff and volunteers involved must receive appropriate safeguarding briefings before the event.
- Each club should confirm in writing their commitment to follow the event safeguarding plan and uphold safeguarding standards.
- Medical and emergency contact information for all participants must be collected and made accessible to those with safeguarding responsibility.
- A system for registration, signing in and out, and tracking participants must be implemented.
- Supervision arrangements, including staff-to-participant ratios and gender-appropriate supervision, should be reviewed and agreed across clubs.
- Risk assessments should be conducted to cover the full scope of the event, with input from all participating clubs.
- The safeguarding plan must include procedures for handling and escalating concerns, managing missing children, and responding to emergencies.
- Any safeguarding concerns arising before, during, or after the event should be recorded and reviewed, and follow-up actions taken as necessary.

Level 4: Regional/National Competitions

- ESKA does not organise regional or national competitions but may attend such events with a squad of athletes.
- The Head Coach will serve as the Designated Safeguarding Person for the ESKA squad and will be responsible for coordinating safeguarding arrangements and addressing any concerns raised within the group.
- Parents, carers, or guardians are responsible for arranging their own travel and accommodation and are expected to supervise their children throughout the duration of the event.
- A comprehensive safeguarding plan must be developed and circulated to all participants, staff, and volunteers in advance of the event.
- All ESKA team staff and volunteers will have undertaken mandatory safeguarding training before the event.
- A central safeguarding team must be accessible and identifiable throughout the event (e.g., via high-vis vests, wristbands, signage).
- The safeguarding plan should cover specific issues such as overnight stays, transport, unaccompanied participants, photography permissions, and the use of changing facilities.
- Supervision arrangements must be agreed in advance, including staff-to-child ratios and gender-sensitive coverage.
 - NSPCC Guidance for supervision ratios is that there are always at least two adults present when working with or supervising children and young people.
 - 4 - 8 years: 1 adult to 6 children.
 - 9 - 12 years: 1 adult to 8 children.
 - 13 - 18 years: 1 adult to 10 children.
- Comprehensive medical and emergency contact information must be collected and reviewed.
- The venue must be risk-assessed, including access control points, secure areas, safeguarding zones, and evacuation procedures.
- Procedures for reporting, recording, and escalating safeguarding concerns must be in place and familiar to all team leaders and volunteers.
- A post-event review should be conducted to capture lessons learned and inform future planning.

Level 5: International Events

- ESKA does not organise international competitions but may attend such events with a squad of athletes.
- The Head Coach will act as the Designated Safeguarding Person for the ESKA squad and will be the lead contact for managing safeguarding matters before, during, and after the event.
- Parents, carers, or guardians are responsible for arranging their own travel and accommodation and for supervising their children during the event.
- A named Event Safeguarding Manager with international safeguarding

experience must be appointed. This individual will be the lead contact for managing all safeguarding matters before, during, and after the trip.

- All staff and volunteers must undergo international-specific safeguarding training, including awareness of cultural sensitivities, managing disclosures abroad, and emergency response planning.
- A designated safeguarding person must accompany the group and be available throughout the duration of travel and the event.
- Participant medical and emergency information and parental consent must be collected and securely stored.
- Written agreements and codes of conduct must be in place for all staff, volunteers, and participants, outlining expectations for behaviour and supervision.
- Supervision ratios must be appropriate and consistent, ensuring at least one staff member per 10 children, and always including both male and female supervision for mixed-gender groups.
 - NSPCC Guidance for supervision ratios is that there are always at least two adults present when working with or supervising children and young people.
 - 4 - 8 years: 1 adult to 6 children.
 - 9 - 12 years: 1 adult to 8 children.
 - 13 - 18 years: 1 adult to 10 children.
- Communication plans must be established, including emergency contact points, methods of contacting home, and dealing with lost or missing participants.
- Procedures for dealing with allegations, concerns, or disclosures overseas must be developed in advance, including steps for liaising with embassies, local authorities, and international partners.
- All travel arrangements, safeguarding contacts, and expectations should be communicated clearly to parents and carers in advance of the event.
- A post-event debrief and review should be held to evaluate the safeguarding measures in place and identify any improvements for future trips.

Briefing and De-briefing for Events Above Level 1

- For all events above Level 1 (Club-Only and higher), a team safeguarding briefing must be held on arrival. This should outline roles and responsibilities, codes of conduct, emergency procedures, safeguarding contacts, and behavioural expectations.
- The Safeguarding Lead or Event Coordinator will lead this session and ensure all staff, volunteers, and participants understand the safeguarding protocols specific to the event.
- At the conclusion of the event, a de-briefing session should be held with the whole team to reflect on experiences, address any concerns raised, and identify any improvements for future events.

- Key safeguarding points and feedback from the debrief should be recorded and considered as part of post-event evaluation and policy updates.

6. Specific Safeguarding Considerations

- Tailored support for disabled and vulnerable participants.
- Safe use of digital communication and social media in line with ESKA's Mobile Phone and Camera Policy ([ESKA-Mobile-Phone-and-Camera-Safeguarding-Policy-2025.pdf](#)) and Online Safety and Social Media Policy ([ESKA-Online-Safety-and-Social-Media-Policy-March-2025.pdf](#)).
- Clear policies on supervision, accommodation, and travel.

6.1 Missing Child Procedure

If a child is missing:

1. Conduct an immediate headcount.
2. Alert the event lead and DSL.
3. Alert venue staff to assist in locating the child.
4. Check all areas and designated safe spaces.
5. Make a note of the circumstances in which the child has gone missing and where they were last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing they were wearing, as this will be required by the police. If photographs of the child have been taken at the event, these could also be useful to the police
6. If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child
7. Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing
8. Follow police guidance if further action is recommended and maintain close contact with the police
9. Complete an incident report.

7. Responding to Concerns

- All concerns are taken seriously and acted on promptly.
- Any safeguarding concerns or disclosures arising at events, activities, or competitions will be dealt with in accordance with ESKA's existing Safeguarding Policy (March 2025 revision). A copy of the policy can be accessed at: [ESKA-SAFEGUARDING- POLICY-2025.pdf](#).
- Concerns must be reported to the event Designated Safeguarding Person immediately, who will then determine if Children's Services and or the Police need to be contacted.
- Confidentiality is maintained unless sharing is required to protect a child.
- All concerns are taken seriously and acted on promptly.

8. Compliance & Legal Considerations:

- Events must comply with **ESKA's safeguarding policies and UK child protection laws.**
- Maintain secure storage of event records and consent forms in accordance with GDPR guidelines.

9. Review and Monitoring This policy is reviewed annually or following any incident or safeguarding concern. Lessons learned are incorporated into future plans.

Approved by: ESKA Safeguarding Officer, ESKA Event Coordinator

Last Updated: 28/05/2025

Review Date: 28/05/2026