



THE SAFETY BOX

Youth Programmes

Policies For Safeguarding: Karate / Dojo and Self-Defence Programs



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Contents

1. Introduction	5
1.1 Mandate.....	5
1.2 Changes Policy.....	5
1.3 Policy Matters	5
2.0 The Safety Box ® - Our Child & Vulnerable Adult Protection Policy Statement (England and Wales)	6
2.1 The purpose of this policy:.....	6
2.2 Legal framework	6
2.3 We recognise that.....	6
2.4 We will seek to keep young people safe by:.....	7
3. Key definitions	8
3.1 Safeguarding and promoting the welfare of children:	8
3.2 A child.....	8
3.3 A vulnerable adult.....	8
3.4 Child protection	9
3.5 Named person.....	9
4. Code of Conduct	10
4.1 Purpose	10
4.2 Upholding this code of behaviour.....	10
4.3 The role of staff, partners and volunteers	10
4.3.1 When working with young people, it is important to:.....	10
4.3.2 Staff, partners and volunteers must not:.....	11
4.4 The role of parents carers, schools, prisons, YOIs and youth providers.....	11
5.0 Procedures for young people at possible risk of abuse	13
5.1 Purpose and aim of this procedure.....	13
5.2 Different types of abuse	13
5.2.1 Physical abuse	13
5.2.2 Sexual abuse	13
5.2.3 Emotional abuse	14
5.2.4 Neglect.....	14
5.2.5 Vulnerable adults	14
5.3 Ways that abuse might be brought to someone’s attention.....	14
5.4 Talking to a young person who has said that he/she or another young person is being abused	15
5.5 Helping a young person in immediate danger or in need of emergency medical attention.....	15

5.6 Reporting procedure.....	17
5.7 Keeping a record of concerns	18
5.8 Designated Safeguarding Officer	18
5.8 Dealing with allegations involving The Safety Box ® Youth Programs CIC staff and/or volunteers, partners or young people.	19
5.8.1 Outline	19
5.8.2 This procedure applies to:	19
5.8.3 Concerns about staff, partners, volunteers and other young people	19
5.8.4 The aims of this procedure:	19
5.8.5 There are potentially three issues that need to be dealt with as a matter of urgency:.....	20
5.8.6 Taking disciplinary action.....	20
5.8.7 Talking to parents about the allegation or concern	21
5.8.8 Following an allegation	21
5.8.9 Process for dealing with an allegation	22
5.8.10 Keeping a record of the investigation.....	22
6.0 Photography policy	23
7.1 GDPR Consent of Photographs and video	23
7.0 SB-A Accident / Incident Report Forms.....	25
8.0 SB-H1 / SB-H2 Health and Safety Forms	26
9.0 High Risk Groupwork.....	27
9.1 Young Person shows evidence of being in possession of a weapon / threatens to cause harm	27
9.2 Physical fight between members of the group.....	27
9.3 Offensive verbal conflicts between members of the group	28
9.4 Young Person suspected to be under the influence of illicit substances / alcohol	28
9.5 Potential / actual damage to, or theft of staff property.....	28
9.6 Staff illness	28
Appendix A: Form for recording and reporting concerns about a child or young person (copy also available from a designated safeguarding officer)	29
Appendix 2: GDPR Consent of photography of minors.....	34
Appendix 3: SB-A Accident / Incident Report Form.....	35
Appendix 4: SB-H1 / SB-H2 Health and Safety Forms	36
Covid-19 Activity Risk Assessment	37
Activity Risk Assessment	49

1. Introduction

The purpose of this document is to outline the Child and Vulnerable Adult Protection Policy and procedures for The Safety Box[®] Youth Programs CIC, in relation to the requirements of UK Legislation, England, Wales and Scotland,— this covers both children and vulnerable adults (collectively referred to as “young people”).

Also included within this policy are references to or extracts from The Safety Box[®] Youth Programs CIC’s Data Protection policy, E-safety policy, and GDPR Photography policy. These policies together inform our processes and procedures for keeping young people that we work with safe.

1.1 Mandate

This Policy and Procedures manual has been sanctioned by The Safety Box[®] CIC. It was devised to be a specific guide for coaches and volunteers both full-time, part-time and voluntary.

1.2 Changes Policy

changes may be made at any time and amendments will be issued to all coaches, volunteers and employees.

1.3 Policy Matters

The Safety Box as a company stands for excellence in every area, delivery of a high quality service to all clients and the highest standard of teaching. There is no limit to what can be done as a partnership with other service providers for the betterment of society.

2.0 The Safety Box[®] - Our Child & Vulnerable Adult Protection Policy Statement (England and Wales)

This policy applies to all staff, including managers, coaches, partners volunteers, mentors, agency staff, contract, seasonal, apprentices, interns, students or anyone working on behalf of The Safety Box[®] Youth Programs CIC in either a voluntary or paid capacity. This also includes third party suppliers.

2.1 The purpose of this policy:

- To protect children and vulnerable adults (collectively referred to as “young people”) who receive The Safety Box[®] Youth Programs CIC services. Under the *Children Act 1989 (2004)*, a child is legally defined as anyone who has not reached their 18th birthday.

See section 3 for definitions of vulnerable adult

- To provide staff, partners, volunteers and third party suppliers, with the overarching principles that guide our approach to child protection and protecting vulnerable adults.

The Safety Box[®] Youth Programs CIC believes that a young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all young people and to keep them safe. We are committed to practice in a way that protects them.

2.2 Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect young people, namely:

- Children Act 1989
- United Nations Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children.

2.3 We recognise that

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of background, education, gender, ethnicity, nationality, generation, age, working and thinking styles, religious background, sexual orientation, ability and technical skills have a right to equal protection from all types of harm or abuse
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues (see section 4 for definitions) working in partnership with young people, their parents, carers and other agencies is essential in promoting young people’s welfare

- we have a commitment to safe recruitment of employees and volunteers (such as providing job descriptions, performing Disclosure and Barring Service checks on all employees and volunteers who work one to one with young people, providing child protection training, and providing a copy of policy and procedures to all volunteers and staff)
- we have a commitment to protect children and vulnerable adults who receive our services and who make use of information and communication technology (such as mobile phones technology and the Internet) as part of their involvement with us and ensure that, as an organisation, we operate in line with our e-safety policy and within the law.

2.4 We will seek to keep young people safe by:

- Valuing them, listening to and respecting them
- Adopting child protection and vulnerable adults practices through procedures and a code of conduct for staff, partners and volunteers
- Providing effective management for staff, partners and volunteers through supervision, support and training, including compulsory online safeguarding training where required
- Recruiting staff, partners and volunteers safely, ensuring all necessary checks are made
- Supporting and encouraging the young people using our service to use the opportunities offered by information and communication technology in a way that keeps themselves safe and shows respect for others
- Sharing information about child protection and good practice with young people, parents, carers, staff, partners and volunteers
- Sharing concerns with agencies who need to know and involving parents and young people appropriately.

There is a commitment by us to review our policy and good practice annually and when engaged with any new work involving higher risk.



3. Key definitions

The Safety Box[®] CIC programs are a refined system of training and development in helping young people and young adults develop important skills such as leadership, communication, team working, presentation, high risk conflict resolution, violence reduction, personal development and problem solving. We recognise that these are some of the essential keys to success. They open doors to learning, to life in addition to work. They are a platform on which to build employability skills and the gateway to future well-being and prosperity.

For the purpose of the child and vulnerable adults protection policy and procedures, the terms below are defined as follows.

3.1 Safeguarding and promoting the welfare of children:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

3.2 A child

Under the *Children Act 1989(2004)*, a child is legally defined as anyone who has not reached their 18th birthday. Child protection and legislation and guidance therefore only applies to those users of The Safety Box[®] Youth Programs CIC services up to that age. The Safety Box will also work with those over the age of 18 and recognises its duty of care to all the young people with whom it works, including vulnerable adults up to 30.

England and Wales have fully adopted the above definition of "child", referring to all people under the age of 18. In Scotland, when a young person reaches the age of 16 they are legally classified as an adult. However, under the *Children (Scotland) Act 1995*, they will still be determined as a child in cases where the child is deemed to be vulnerable or still subject to supervision by the local authorities (criteria outlined in the *Adult Support and Protection (Scotland) Act 2007*).

3.3 A vulnerable adult

As defined by the *Safeguarding Vulnerable Groups Act 2006*, a vulnerable adult is defined as a person who is aged 18 years or over and who is:

- living in residential accommodation, such as a care home or residential special school; who may need community care services by reason of mental or other disability, age and illness
- detained in lawful custody and who may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation
- Abuse can affect any vulnerable adult, but particularly someone who is, or may be, unable to protect themselves against significant harm or exploitation, for example:

- Older people
- People with mental health problems
- Disabled people
- People with learning difficulties
- People with acquired brain damage

3.4 Child protection

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

3.5 Named person

Any of The Safety Box[®] Youth Programs CIC Designated Safeguarding Officers listed in section 6.8 will act, based on a duty rota approach, as the named person and be available to listen, advise and help a child or young person or help them access other services during their participation in one of The Safety Box[®] Youth Programs CIC programmes.



4. Code of Conduct

This behaviour code outlines the conduct expected of anyone who engages with young people* through The Safety Box ® Youth Programs CIC.

(*Young people for the purposes of this section refer to children and vulnerable adults).

4.1 Purpose

Following this code will help to protect young people from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

4.2 Upholding this code of behaviour

- All members of staff, partners and volunteers are expected to report any breaches of this code under the whistle-blowing procedure (see section 9) or, if necessary, under child protection procedures to the Designated Safeguarding Officers (see section 6.8)
- Any breach of the code involving a volunteer, coaches or member of staff may result in them being asked to leave The Safety Box ® Youth Programs CIC
- Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority

4.3 The role of staff, partners and volunteers

When working with young people for The Safety Box ® Youth Programs CIC, all staff, partners and volunteers are acting in a position of trust. It is important that staff, partners and volunteers are aware that they may be seen as role models by young people and must act in an appropriate manner at all times.

4.3.1 When working with young people, it is important to:

- Operate within The Safety Box ® Youth Programs CIC's principles and guidance and any specific Procedures.
- Follow The Safety Box ® Youth Programs CIC's child protection and vulnerable adults policy and procedures at all times and trainer policy and procedure document.
- Complete compulsory online CPD or NSPCC training module before engaging with young people on a 1:1 basis in any capacity, not just as a support worker or mentor.
- Listen to and respect young people at all times.
- Avoid favouritism, for example when working with two or more young people in a group.
- Treat young people fairly and without prejudice or discrimination.

- Value and take young people’s contributions seriously, actively involving young people in planning activities wherever possible.
- Ensure any contact with young people is appropriate and in relation to the work of the project.
- Always ensure language is appropriate and not offensive or discriminatory. follow the e-safety policy and report any breaches (see section 7).
- Always ensure equipment is used safely and for its intended purpose.
- Provide examples of good conduct for young people to follow.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- Ensure that whenever possible, there is more than one adult present during activities with young people or if this isn’t possible, within sight or hearing of other adults.
- Be close to where others are working. If a young person specifically asks for or needs some private time, ensure other staff are aware of this and know where both parties are
- Respect a young person’s right to personal privacy
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Recognise that special caution is required when discussing sensitive issues with young people.

4.3.2 Staff, partners and volunteers must not:

- Patronise or treat young people as if they are silly
- Allow allegations of abuse to go unreported
- Develop inappropriate relationships such as contact with young people that is not a part of the work of The Safety Box ® Youth Programs CIC or agreed with the manager or leader
- Conduct a sexual relationship with a young person or indulge in any form of sexual contact with a young person. Any such behaviour between an adult member of staff, coach or volunteer and a young person using the services of The Safety Box ® Youth Programs CIC represents a serious breach of trust on the part of the staff member, coach or volunteer and is not acceptable under any circumstances (see section 6 for disciplinary action)
- Let young people have personal contact details (mobile number or address)
- Communicate with young people through personal social media platforms, e.g. not accepting them as friends on websites such as Facebook, or switching privacy settings on websites such as Twitter or Instagram so that follower requests can be declined
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of young people
- Act in a way that can be perceived as threatening or intrusive
- Make inappropriate promises to young people, particularly in relation to confidentiality
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Rely on own reputation or that of the organisation to provide protection.

4.4 The role of parents, carers, schools, prisons, YOIs and youth providers

The Safety Box ® Youth Programs CIC welcomes and encourages parental / carer involvement.

Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.



5.0 Procedures for young people at possible risk of abuse

This procedure applies to any paid member of staff, coach or volunteer who may be concerned about the safety and protection of a young person.

5.1 Purpose and aim of this procedure

We aim to ensure those young people* who are beneficiaries of the work delivered by The Safety Box[®] Youth Programs CIC receive the protection and support they need if they are at risk of abuse.

This procedure provides clear direction to staff, partners and volunteers at The Safety Box[®] Youth Programs CIC if they have concerns that a young person is in need of protection.

(*Young people for the purposes of this section refers to children and vulnerable adults).

5.2 Different types of abuse

5.2.1 Physical abuse

Is violence causing injury or occurring regularly during childhood. It happens when:

- a young person is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut
- someone tries to drown or suffocate a young person
- someone gives a young person poison, alcohol or inappropriate drugs
- someone fabricates the symptoms of, or deliberately induces, illness in a young person.

In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the young person being knowingly put at risk.

5.2.2 Sexual abuse

occurs when someone uses power or control to involve a young person in sexual activity in order to gratify the abuser's own sexual, emotional or financial needs or desires. It may include:

- forcing or enticing a young person to take part in sexual activities, whether or not the young person is aware of what is happening
- encouraging young people to behave in sexually inappropriate ways
- showing young people pornographic material or involving them in the production of such material
- involving young people in watching other people's sexual activity or in inappropriate discussions about sexual matters.

5.2.3 Emotional abuse

Is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

- persistently denying the young person love and affection
- regularly making the young person feel frightened by shouts, threats or any other means
- hurting another person or a pet in order to distress a young person
- being so over-protective towards the young person that he/she is unable to develop or lead a normal life
- exploiting or corrupting a young person, e.g. by involving him/her in illegal behaviour
- conveying to a young person the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

5.2.4 Neglect

Involves persistently failing to meet a young person's physical, psychological or emotional needs. It may include:

- failing to ensure that a young person's basic needs for food, shelter, clothing, health care, hygiene and education are met
- failing to provide appropriate supervision to keep a young person out of danger. This includes lack of supervision of activities or leaving a young person alone in the house.

5.2.5 Vulnerable adults

May be subject to additional categories of abuse.

- **Financial or material:** including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying
- **Discriminatory abuse:** including slurs, harassment and maltreatment due to a person's race, gender, disability, age, faith, culture or sexual orientation
- **Institutional abuse:** including the use of systems and routines which neglect a person receiving care. This can happen in any setting where formal care is provided.

If concerned about the safeguarding of vulnerable adults, please contact your local Adult Social Care Department, which is part of your local authority. Please see useful contacts below (section 6.8) for relevant numbers.

5.3 Ways that abuse might be brought to someone's attention

- A young person might make a direct disclosure about him or herself
- A young person might make a direct disclosure about another young person
- A young person might offer information that is worrying but not a direct disclosure

- A member of staff/coach /volunteer might be concerned about a young person's appearance or behaviour or about the behaviour of a parent or carer towards a young person
- A parent or carer might make a disclosure about abuse that a young person is suffering or at risk of suffering
- A parent/carer might offer information about a young person that is worrying but not a direct disclosure.

5.4 Talking to a young person who has said that he/she or another young person is being abused

- Stay calm, listen carefully and take it seriously
- Reassure the young person that telling someone about it was the right thing to do
- Tell him/her that there is an obligation to do what is necessary to keep him/her (or the young person who is the subject of the allegation) safe.
- Let the young person know what will happen next and who else needs to know about it.
- Let the young person tell his or her whole story. Don't try to investigate or quiz the young person, but make sure that it is clear as to what he/she is saying
- Ask the young person what he/she would like to happen as a result of what he/she has said, but don't make or infer promises that can't be kept e.g. don't promise to keep the disclosure a secret
- Consult a Designated Safeguarding Officer (See Section 6.8) **immediately** (i.e. on the same day the young person discloses information about a potential abuse) –
- In the event that the Designated Safeguarding Officer or Childs Social Worker cannot be reached by the close of play that day, please contact the NSPCC Hotline on 0808 800 5000
- For out of hours, please contact the NSPCC Hotline on 0808 800 5000
- Make a careful record of what was said – word for word if possible (see Appendix A)
- The person reporting the abuse is not responsible for deciding whether or not an abuse has occurred – this is the role of the Designated Safeguarding Officer
- Give the child the ChildLine phone number: 0800 1111.

5.5 Helping a young person in immediate danger or in need of emergency medical attention

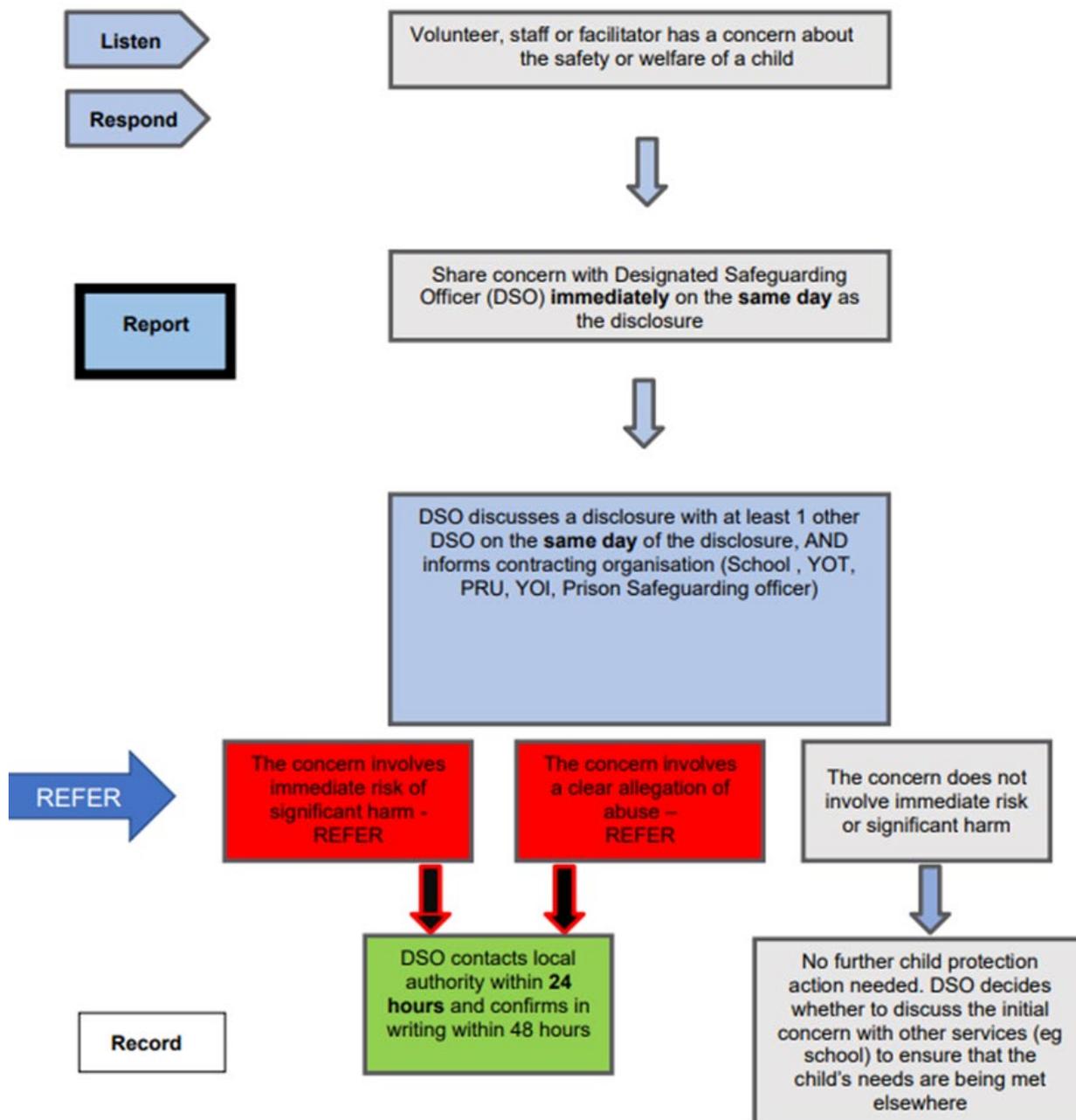
- If the young person is in immediate danger and is in the immediate vicinity, remain with him/her and call the police
- If the young person is elsewhere, contact the police and explain the situation to them
- If he/she needs emergency medical attention, call an ambulance and, whilst waiting for it to arrive, get help from your first aider
- If the first aider is not available, use any first aid knowledge (if applicable) to help the young person
- Contact a Designated Safeguarding Office for child protection to let them know what is happening

A decision will need to be made about who should inform the young person's family and the local authority children's social care department, and when they should be informed. If the police have been involved and/or the health services, they should be part of this decision.

Consider the welfare of the child in the decision making process as the highest priority. Issues that will need to be considered are:

- the young person's wishes and feelings
- the parent/carer's right to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- the impact of telling or not telling the parent/carer
- the current assessment of the risk to the child and the source of that risk
- any risk management plans that currently exist.

5.6 Reporting procedure



5.7 Keeping a record of concerns

The Designated Safeguarding Officer for child protection will provide a form to record the concern and how it is dealt with. The relevant sections of the form should be completed and signed at each stage of the procedure. It can be used to forward information to the statutory child protection authorities if a referral to them is needed.

The form should be signed and dated by all those involved in its completion and kept confidentially on the child's file. The name of the person making the notes should be written alongside each entry.

A minimum of two DSO's will be available at all times to contact during the delivery of a programme.

5.8 Designated Safeguarding Officer

The Safety Box [®] Youth Programs CIC Aspire Higher Program DSO team	Name	Contact
Designated Safeguarding Officer	Nathaniel Peat	07886969102 011876 509 48 99
Designated Safeguarding Officer	Nisha Taylor	07957328299
Designated Safeguarding Officer	Cherie Johnson	07454994981
Designated Safeguarding Officer	Chris Syrus	07904435126

Other useful contacts	Phone	Internet
NSPCC Hotline	0808 800 5000	help@nspcc.org.uk
Childline	0800 1111 (textphone 0800 400 222)	www.childline.org.uk

5.8 Dealing with allegations involving The Safety Box ® Youth Programs CIC staff and/or volunteers, partners or young people.

5.8.1 Outline

This procedure outlines what should happen if an allegation is made against an adult working for or involved in The Safety Box ® Youth Programs CIC. This procedure also applies where an allegation is made against another young person on the programme.

5.8.2 This procedure applies to:

- Any member of staff, volunteer to whom an allegation of abuse has been made, that involves another member of staff, volunteer or coach or young person
- Anyone in a managerial position (including the named person for child protection, line managers, supervisors and partners) who may be required to deal with such allegations and manage investigations that result from them.

5.8.3 Concerns about staff, partners, volunteers and other young people

Must be treated with the same rigor as other child protection concerns. If a concern or allegation of abuse or inappropriate conduct is made against a member of staff, or a person in a position of trust, or there is suspicion regarding a member of staff's, coach, volunteer's or young person's conduct, with regard to children, they must be reported immediately to a Designated Safeguarding Officer.

5.8.4 The aims of this procedure:

- To ensure that children who participate in The Safety Box ® Youth Programs CIC programmes, are protected and supported following an allegation that they may have been abused by an adult from within The Safety Box ® Youth Programs CIC, or another young person on the programme
- To ensure that there is a fair, consistent and robust response to any allegations made, so that the risk posed to other children by an abusive individual is managed effectively
- To facilitate an appropriate level of investigation into allegations, whether they are said to have taken place recently, at any time the person in question has been employed by/volunteered with The Safety Box ® Youth Programs CIC or prior to the person's involvement with The Safety Box ® Youth Programs CIC (i.e. if it comes to attention whilst the person is working on behalf of The Safety Box ® Youth Programs CIC)
- To ensure that The Safety Box ® Youth Programs CIC continues to fulfil its responsibilities towards members of staff, volunteers, partners or young people who may be subject to such investigations, for example considering the provision of appropriate support during and after the investigation
- To ensure that individuals can continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin.

5.8.5 There are potentially three issues that need to be dealt with as a matter of urgency:

1. Is a child in immediate danger or does she/he need emergency medical attention?

If yes, follow the same procedure as identified in section 5.6 above

2. Is the person at the centre of the allegation another young person on a The Safety Box[®] programme?

If this is the case, the concern needs to be discussed immediately with the Chief Executive of The Safety Box and a Designated Safeguarding Officer for child protection. The Safety Box[®] may suspend the young person from the programme until the allegation is investigated and the agreed way forward on whether the young person continues on the programme or is permanently removed.

The information provided to him/her may need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children's social care department, the police or the local authority designated officer (LADO). The police and children's social care department may have views on what information can be disclosed to the person.

As the allegation is against a Safety Box Worker, Partner, Volunteer or Coach the CEO should be kept informed.

3. Is the person at the centre of the allegation working with children now?

If this is the case, the concern needs to be discussed immediately with the Chief Executive of the Safety Box and a Designated Safeguarding Officer for child protection. One of these should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with children.

The information provided to him/her at this stage may need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved, such as the local authority children's social care department, the police or the local authority designated officer (LADO). The police and children's social care department may have views on what information can be disclosed to the person.

If the volunteer, staff or coach is working in partnership with The Safety Box, the CEO should be informed.

If the volunteer, staff or coach is not a member of staff, The Safety Box may make a referral to their current employer (where applicable).

5.8.6 Taking disciplinary action

Where the allegations are particularly serious or there is no doubt that an offence has been committed the police and/or children's social care will be informed within one working day of the allegation being reported. A strategy for further action will then be agreed before a decision is taken as to notifying the staff member / partner / coach / volunteer / young person.

If the initial allegation does not involve a possible criminal offence, the Designated Safeguarding Officers and The Safety Box[®] Youth Programs CIC Chief Executive should still consider whether formal disciplinary action is needed.

If the local authority children's social care department has undertaken any enquiries to determine whether a child or children need protection, the Designated Safeguarding Officers should take account of any relevant information from these enquiries when considering whether disciplinary action should be brought against the person at the centre of the allegations.

Where the employer is The Safety Box, investigations and disciplinary action will be conducted by The Safety Box Management team. If the volunteer, staff or coach is not The Safety Box member of staff, The Safety Box may make a referral to their current employer (where applicable).

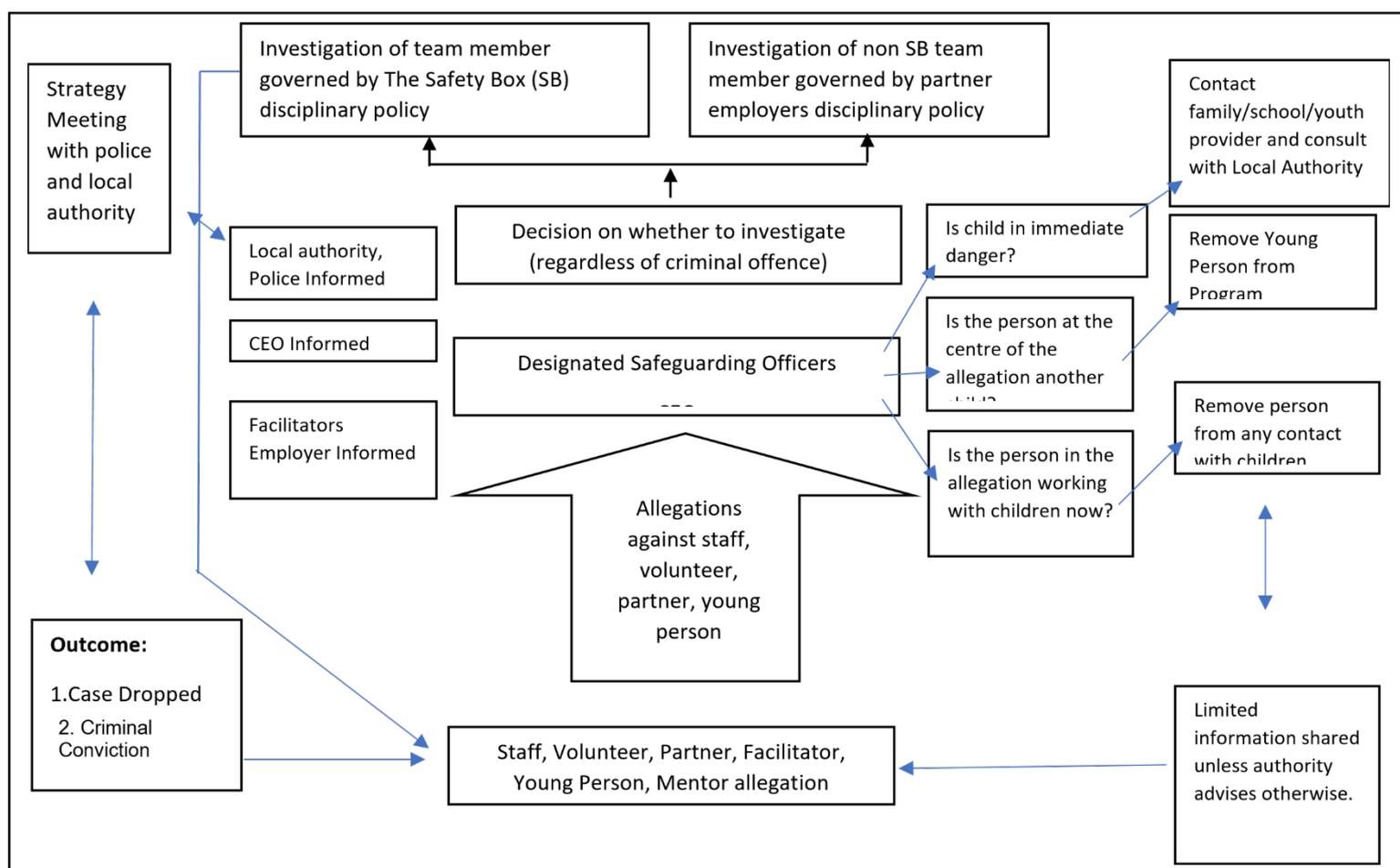
5.8.7 Talking to parents about the allegation or concern

If the child's parents/carers do not already know about the allegation, the named person for child protection and the LADO need to discuss how they should be informed and by whom

5.8.8 Following an allegation

If the allegation is substantiated and if, once the case is concluded, The Safety Box[®] dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the named person should consult with the LADO about referral of the incident to the Disclosure and Barring Service (DBS). This should take place within a month.

5.8.9 Process for dealing with an allegation



5.8.10 Keeping a record of the investigation

All those involved in dealing with the allegation should keep clear notes of the allegations made, how they were followed up, and any actions and decisions taken, together with the reasons for these.

These notes should be compiled gradually as the situation unfolds, with each entry being made as soon as possible after the event it describes. The notes should be signed and dated by the person making them, and the person's name should be printed alongside.

The notes should be kept confidentially on the file of the person who is the subject of the allegation. Discussion should take place with the LADO to determine whether any aspects of the notes may not be shared with the person concerned. If there are no reasons not to do so, a copy of the records should be given to the individual

6.0 Photography policy

When taking and using photographs of young people, the guidance below should be followed:

(*Young people for the purposes of this section refers to children and vulnerable adults).

- Avoid using young person's full names (first name only) in photograph captions
- Use a parental/carer permission form to obtain consent for a young person to be photographed/videoed (see attached)
- Obtain young person's permission to use their image
- Only use images of young people in suitable dress to reduce the risk of inappropriate use. Some activities – swimming, drama, gymnastics and athletics for example – present a much greater risk of potential misuse
- Address the use of images of young people on The Safety Box ® Youth Programs CIC website Images accompanied by personal information, e.g. this is X who likes to collect stamps – could be used by an individual to learn more about a young person prior to grooming them for abuse
- Written expectations of professional photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to young people
- Do not approve photography sessions outside the event or at a young person's home.

7.1 GDPR Consent of Photographs and video

Before taking photos or videos at a workshop, you must ensure that the young people have completed this form. If the individuals in the workshop have not completed the form or have completed it but do not give consent for photography, then you must ensure that photos and videos are not taken of the individuals or that their faces or anything that could be used to identify them is blurred before sharing to social media channels, otherwise you would be in breach of the GDPR.



Form that will need to be completed:



The Safety Box Youth Programs CIC
Atlas House,
Office 3.05,
1 King Street,
London,
EC2V 8AU
Tel: 0843 289 6761
www.thesafetybox.org

GDPR Consent of Photographs and Video

Name of Child:

Year Group / Form:

Occasionally, The Safety Box Youth Programs may take photographs of the children and young people in the schools, PRU's and Alternative provisions we work in.

We may use these images as part of our enterprises reports, case studies, research projects, social media (Facebook, Twitter, Instagram, LinkedIn), website and sometimes in our brochure or in other printed publications that we produce.

We may also make video for use on national media such the BBC, ITV or Channel 4 or webcam recordings for school-to-media, school-to-government, school-to-school conferences, monitoring or other educational use.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

From time to time, The Safety Box programs may be visited by the media, who will take photographs or film footage of the programs, a visiting dignitary, the Police, the Home Office or other high profile event.

Pupils will often appear in these images, which may appear in local or national newspapers, approved websites or on televised news programmes. To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child.



7.0 SB-A Accident / Incident Report Forms

In the unlikely event of an accident it is important that the SB-A (accident / incident report form) is filled in



The Safety Box Accident / Incident Report Form

Date of incident Time AM/PM
Name of injured person:
Address:
Phone Number (s):
Date of birth Male Female

Who was injured person? (circle one) Training Consultant Student
Type of injury: _____
Details of incident: _____

Injury requires physician / hospital visit? Yes No
Name of physician / hospital:
Address:
Physician / hospital phone number: _____

Signature of physician _____
Date

No medical attention was desired and/or required: Yes No

Signature of injured party (or parent guardian if a minor) Date

Return this form to The Safety Box Management Coordinator within 24 hours of incident

Some accidents and problems at work need to be reported to the authorities under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Deciding who needs to report the incident will depend on factors such as who was involved and where it occurred. If you suffer a major injury or an over three-day injury while working on someone else's premises, **the person in control of the premises** needs to report your accident. They have legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that require them to report and record some work related accidents by the quickest means possible, e.g. by calling the Health & Safety Executive Incident Contact Centre on Tel 0845 300 9923.

8.0 SB-H1 / SB-H2 Health and Safety Forms

Before the young people participate in one of your self-defence programs or karate sessions, forms **SB-H1** and **SB-H2** must be completed.



The Safety Box CIC Health and Safety Form

DATE

First Names

D.O.B

Surname

Home Address

..... Post Code

Tel. No

Mobile No

Physical Condition / Restrictions

(IF NONE, STATE NONE)

I hereby certify the above information to be true and understand that participation in classes, workshops or courses and every aspect of self defence / martial arts training involves the risk of serious injury.

I Agree (please tick) _____

Signature

Signature of Parent/Guardian

(If under 18)

PRIVATE AND CONFIDENTIAL



FOR YOUR SAFETY

Do you have a history of:

	PLEASE TICK	
	YES	NO
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
Fainting or Dizziness	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disorders	<input type="checkbox"/>	<input type="checkbox"/>
Chest Pains	<input type="checkbox"/>	<input type="checkbox"/>
Joint Problems (Back, neck, knee, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Asthma, Hay fever or other respiratory problems	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Haemophilia	<input type="checkbox"/>	<input type="checkbox"/>
Migraine	<input type="checkbox"/>	<input type="checkbox"/>
Nervous Disorders	<input type="checkbox"/>	<input type="checkbox"/>

Do you consider yourself: Unfit Fit Very Fit

Do you have any other conditions which you think may affect your ability to train? YES NO

If 'yes', please give details

Have you ever been convicted of a crime of violence? YES NO

If 'yes', please give details

If 'yes' to any of the above have you checked with your doctor that it is safe to participate? YES NO

I, hereby, certify the above information to be true and understand and accept that the practice of physical self defence may involve a risk of serious injury

I agree

9.0 High Risk Groupwork

While working with the Safety Box you will work with high risk individuals. Working with this sort of individuals can present unique scenarios. It is important to understand how to handle these situations to prevent them escalating or someone getting seriously injured.

9.1 Young Person shows evidence of being in possession of a weapon / threatens to cause harm

In the event that a young person shows evidence of being in possession of a weapon or threatens to cause, they should be immediately asked to leave, and Youth Justice Staff or appropriate people should be informed so that necessary steps can be taken. Staff

Ensure authority has policy in place for a young person (YP) carrying weapons, namely knife arches, knife wands, searching before entering groupwork intervention.

In the event Manager or YJ Staff are not present in the training area, and young person(s) (YP) are at risk of injury, staff (Including self-defence instructors) are **NOT** to try to disarm the young person (YP).

If there is significant risk to other Young Persons (YP) staff are to safeguard other minors coordinating them to huddle together in a group away from the environment, the YP (Young People) must stay together. Staff are to call the police.

In line with our policies and procedures all staff are to use self-defence **as a last resort** and can make controlled and reasonable steps to protect themselves and any young persons (YP) at risk of harm.

9.2 Physical fight between members of the group

Staff should be looking out for signs of developing trouble and immediately take action to de-escalate it i.e. remove the YP/s (Young Person/s) from the situation or try to engage them in game or activity before it escalates.

If the situation is not able to be mediated by a coach and a fight does break out between Young Persons (YP), only staff trained in Control and Restraint of minors are to attempt to Safeguard any YP (Young People) at risk of harm. Other staff members or volunteers not trained in Control and Restraint should **NOT** try to break up a fight.

Instead, they should provide verbal warnings to the young people (YP) and alert facility staff, YJ Staff members so that necessary steps involving security or police can be taken.

Present staff members / coaches present are to complete **FORM #SB-IRVA Incident Report** form reporting Violence and Aggression after the incident

9.3 Offensive verbal conflicts between members of the group

Staff should look out for signs of verbal conflicts between members of the group and immediately take action to de-escalate it i.e. remove the YP/s from the situation or try to engage them in games of activities before it escalates.

If the verbal conflict continues despite staff efforts to manage it, the young person/s (YP/s) will be removed from the group by security and appropriate actions should be taken.

If a staff member suspects a young person (YP) is being targeted, either the victim or the perpetrator should be held back to avoid any escalation and the issue should be brought to the attention of Youth Justice staff.

9.4 Young Person suspected to be under the influence of illicit substances / alcohol

The young person (YP) is to be immediately removed from the session and Youth Justice Staff or manager should be notified so that they can inform a parent or guardian. The facility security should also be notified.

9.5 Potential / actual damage to, or theft of staff property

If a situation occurs where intentional damage or theft of staff property could occur, individuals should be warned that if they pursue this course of action the police will be called.

Police should be called if theft occurs.

Any young person (YP) should be moved away from the young person (YP) causing damage or any broken / damaged equipment.

Staff should not try to remove the young person (YP), but security should be called to handle the young person (YP).

9.6 Staff illness

If a staff member is unwell or unable to make the session, they should contact Nathaniel Peat or Kate Holgate to arrange appropriate cover on the following emails.

Nathaniel.peat@thesafetybox.org

k.holgate@thesafetybox.org

Appendix A: Form for recording and reporting concerns about a child or young person (copy also available from a designated safeguarding officer)

Name of child:

Gender:

Age:

Date of birth:

Ethnicity:

Language:

Additional needs:

Name(s) of parent(s)/carer(s)

Child's home address and address(es) of parents (if different from child's)

Your details

Your name: Your position: Date and time of incident (if applicable):

Are you reporting your own concerns or responding to concerns raised by someone else?

(delete as appropriate)

- Reporting own concerns
- Responding to concerns raised by someone else

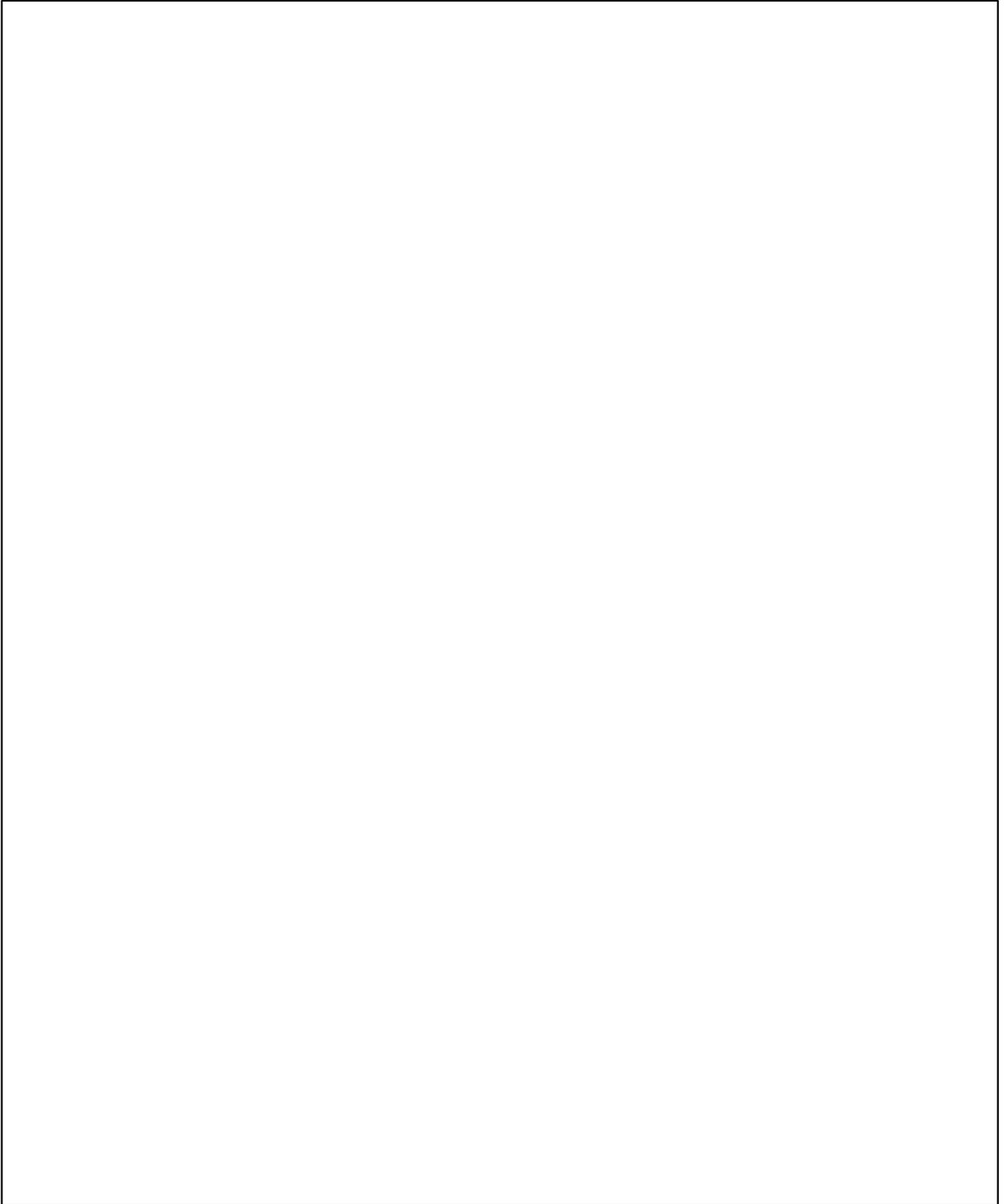
If you are responding to concerns raised by someone else, please provide their name and position within the organisation:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information in first hand or the account of others, including any other relevant details:

The child's account/ perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who witnessed the incident or who shares the concerns:



Please note: the designated safeguarding officer should discuss concerns with the family **unless**:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, the designated safeguarding officer will consult with the local authority children's social care department to decide whether discussions with the family should take place.

For completion by designated safeguarding officer only; Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/ support plan? If so, please give details:

Has the situation been discussed with the named person for child protection? Yes/ No (delete as appropriate) If so, please summarise the discussion:

For completion by designated safeguarding officer only; Have you informed the statutory child protection authorities?

Police: Yes/No (delete as appropriate)

Date and time:

Name and phone number of the person you spoke you spoke to:

Local authority children's social care: Yes/No (delete as appropriate)

Date and time:

Name and phone number of the person you spoke you spoke to:

Action agreed with child protection authorities:

For completion by designated safeguarding officer only; What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family and any other agencies involved:

Name.....

Position.....

Date..... Signed.....

Designated safeguarding officer.....

Position.....

Date:

Appendix 2: GDPR Consent of photography of minors



The Safety Box Youth Programs CIC
Atlas House,
Office 3.05,
1 King Street,
London,
EC2V 8AU
Tel: 0843 289 6761
www.thesafetybox.org

GDPR Consent of Photographs and Video

Name of Child:

Year Group / Form:

Occasionally, The Safety Box Youth Programs may take photographs of the children and young people in the schools, PRU's and Alternative provisions we work in.

We may use these images as part of our enterprises reports, case studies, research projects, social media (Facebook, Twitter, Instagram, LinkedIn), website and sometimes in our brochure or in other printed publications that we produce.

We may also make video for use on national media such the BBC, ITV or Channel 4 or webcam recordings for school-to-media, school-to-government, school-to-school conferences, monitoring or other educational use.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

From time to time, The Safety Box programs may be visited by the media, who will take photographs or film footage of the programs, a visiting dignitary, the Police, the Home Office or other high profile event.

Pupils will often appear in these images, which may appear in local or national newspapers, approved websites or on televised news programmes. To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child.



Appendix 3: SB-A Accident / Incident Report Form



The Safety Box Accident / Incident Report Form

Date of incident Time AM/PM

Name of injured person:

Address:

Phone Number (s):

Date of birth Male Female

Who was injured person? (circle one) Training Consultant Student

Type of injury: _____

Details of incident: _____

Injury requires physician / hospital visit? Yes No

Name of physician / hospital:

Address:

Physician / hospital phone number: _____

Signature of physician _____

Date

No medical attention was desired and/or required: Yes No

Signature of injured party (or parent guardian if a minor)

Date

Return this form to The Safety Box Management Coordinator within 24 hours of incident

Appendix 4: SB-H1 / SB-H2 Health and Safety Forms



The Safety Box CIC Health and Safety Form

DATE

First Names

D.O.B

Surname

Home Address

..... Post Code

Tel. No

Mobile No

Physical Condition / Restrictions

(IF NONE, STATE NONE)

I hereby certify the above information to be true and understand that participation in classes, workshops or courses and every aspect of self defence / martial arts training involves the risk of serious injury.

I Agree (please tick) _____

Signature

Signature of Parent/Guardian

(if under 18)

PRIVATE AND CONFIDENTIAL



FOR YOUR SAFETY

Do you have a history of:

	PLEASE TICK	
	YES	NO
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
Fainting or Dizziness	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disorders	<input type="checkbox"/>	<input type="checkbox"/>
Chest Pains	<input type="checkbox"/>	<input type="checkbox"/>
Joint Problems (Back, neck, knee, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Asthma, Hay fever or other respiratory problems	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Haemophilia	<input type="checkbox"/>	<input type="checkbox"/>
Migraine	<input type="checkbox"/>	<input type="checkbox"/>
Nervous Disorders	<input type="checkbox"/>	<input type="checkbox"/>

Do you consider yourself: Unfit Fit Very Fit

Do you have any other conditions which you think may affect your ability to train? YES NO

If 'yes' please give details

Have you ever been convicted of a crime of violence? YES NO

If 'Yes' please give details

If 'yes' to any of the above have you checked with your doctor that it is safe to participate? YES NO

I, hereby, certify the above information to be true and understand and accept that the practice of physical self defence may involve a risk of serious injury

I agree

Covid-19 Activity Risk Assessment

This assessment identifies the risks posed by Covid-19 to our Groupwork Interventions activities and identifies the Control Measures this Groupwork Intervention is putting in place to protect its participants (and guardian / parents dropping off/picking up) from the Covid-19 hazard whilst attending our Groupwork Interventions.

The most common identified risks are listed in black and are only included to assist Groupwork Interventions as a base line starting point

They may not be a complete set of risks

The control measures listed in black are also suggested base lines that Groupwork Interventions should follow

The guidance notes in green should be considered, addressed and the notes replaced with control measures

Add additional rows to identify additional risks & control measures unique to your location, people or Groupwork Interventions session operation that may pose a risk

Identified Risks	Control Measures	Check
YP (Young People) unaware of new Virus controls	Pre-Class Communication of implementation plan: YJ Staff / Parents of minors will be sent measures via email of detailed return to face to face training requirements.	
Too many people attending the session for adequate social distancing requirements	Booking system or invitation only session system put in place – shouldn't be required unless numbers exceed 15. At this time the Groupwork Interventions has Maximum of 10 YP (Young People).	
YP (Young People) risk infection travelling to/from the Class	Suggest walking, Bike, Private car rather than Public Transport People should only travel in household groups and maintain social distancing with everyone else	
YP (Young People) Bags and Pads cause additional areas for transfer of virus	<p>No bags allowed. Pad work allowed only after full sanitizing of the striking pads with antiseptic wipes.</p> <p>Whenever possible – ensure anything brought to the Groupwork Intervention is wiped down thoroughly before coming to training and kept away from everyone else whilst in the venue. If individual has not completed this task, then wipes will be provided to do so.</p>	
YP (Young People) need Water	<p>YP (Young People) bring their own labelled Water Bottles pre-filled or Water to be provided by authority The Safety Box is engaged with.</p> <p>Onsite kitchens are NOT to be used on site unless a medical requirement arises.</p> <p>If this is the case, the kitchen needs to be cleaned in accordance with centres covid cleaning policy.</p>	

Cash Use - spread contamination	Use online or contactless payments or ensure cash payments are in sealed in envelopes	
YP (Young People) arrive with contaminated hands	<p>All participants to be advised to wash hands at home prior to leaving and cleaned with sanitiser on entry to groupwork interventions, using the hand sanitiser the Groupwork Interventions Provides. (Groupwork Interventions may already have this in place use centre sanitisers if available and follow local covid policies)</p> <p>Provided sanitiser will be of type listed in PHE guidance</p>	

<p>YP (Young People) arrive with contaminated hands</p>	<p>All participants to be advised to wash hands at home prior to leaving and cleaned with Sanitiser on entry to Groupwork Interventions, using the hand sanitiser the Groupwork Interventions Provides. (Groupwork Interventions may already have this in place, use centre sanitisers if available and follow local covid policies)</p> <p>Provided Sanitiser will be of type listed in PHE guidance.</p>	
<p>YP (Young People) are confused by new layouts</p>	<p>Provide Signage to assist YP (Young People) and/or add Warning paint on ground outside:</p> <p>Ensure there is clear social distancing signs on ground, and clear entry/exit lines at the main gates for YP (Young People) to follow in centre.</p>	
<p>Doors to Training Room spread contamination</p>	<p>Double Doors to remain open to avoid touching – Also adding ventilation to the Room</p> <p>Open windows if required – wipe down after opening.</p>	
<p>Changing Rooms (Toilets) increase infection risk</p>	<p>YP (Young People) come ready dressed in tracksuit and trainers to train for knife self defence programs – Toilets will not be used for changing.</p>	

<p>Use of Toilets increases risk of infection</p>	<p>Limit number of users to only one to toilet and thus one at a time.</p> <p>Person returning from toilet to have washed hands with soap and water and will not enter Groupwork Interventions without using hand sanitiser.</p>	
<p>Venue size affects Social Distancing</p>	<p>With existing member numbers, there will be 10 people training in the Groupwork Interventions.</p> <p>With a venue size larger than 120m² we can have up to 30 people training while keeping social distance.</p> <p>Floor will be marked using small plastic cones denoting spacing for self-defence training.</p>	
<p>Social Distancing measures</p>	<p>Maintain 2m in all directions when training and 1m+ minimum at all other times with facemask on for one to one self-defence work.</p>	
<p>YP (Young People) with higher risk and/ or with underlying health conditions</p>	<p>Health and Safety Forms to be sent to the authority to complete before any physical activity of defence training takes place.</p> <p>No current member is known to fit in this category. The questionnaire for re-joining face to face training, sent to participants beforehand, will ascertain this.</p>	

Spectators bring additional risks to YP (Young People)	Exclude all non-staff “spectators” from Groupwork Interventions	
YP (Young People) that are family	Can train together in household groups	
Mats/Floors are infected	<p>Cleaning of Mats/Floor before Groupwork Self Defence sessions with disinfectant anti-bacterial wipes. Spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus, will be wiped away with disinfectant wipes.</p> <p>Cleaning of floor after lesson will be conducted in accordance with covid cleaning policy.</p>	
Spillages on floor	Spillages are to be cleaned and wiped with anti-bacterial wipes.	
Pads/Equipment are infected	<p>Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different groups during session:</p> <p>The only kit to be used are the punch/kick pads: Pads – Wiped with anti-bacterial wipes and left to dry before use.</p> <p>Hand sanitiser to be used before and after use of pads. YP (Young People) to partner up and stay with the partner during self-defence sessions.</p>	

Touching surfaces occurs	<p>Have available Hand Sanitiser and/or schedule cleaning breaks when necessary.</p> <p>All touch surfaces will be cleaned in accordance with the centre covid cleaning policy.</p>	
PPE is requested	Coaches, Defence Instructors & YP (Young People) can use their own Masks and/or Gloves if they so wish.	
YP (Young People) leaving increases contact risks	Each Member cleans their hands with Sanitiser on leaving and takes all their possessions with them. YP (Young People) leave immediately no loitering.	
YP (Young People) Pick Ups / Collections are late	<p>YP (Young People) wait outside in foyer area or outside if weather permits and use 2m social distancing.</p> <p>If have to wait inside, do not touch surfaces, and keep 2m distance.</p>	
Safeguarding risk for under 18's if pick up late	Under 18's to be supervised by staff until collected.	
Leaving behind contamination	Mats/Floors are cleaned, Pads/Equipment are wiped clean as per centre covid cleaning policy.	
Waste disposal	No waste will be left on site from Groupwork Interventions.	

	We will take home what we bring.	
Instructor Test & Trace	<p>Keep a list of Names and Tel Nos. in case of Coaches, Defence Instructor or Member infection – Our Groupwork Interventions register will serve as trace tool.</p> <p>If the authority has a register use theirs.</p> <p>There is also a covid QR code test and trace on site to use on mobile phone app.</p>	
Post session Review	Monitor, review and discuss session H&S operation with YP (Young People) to improve mid way through Groupwork intervention.	
Authority to return	All Parents / Legal Guardians to have read the return H&S form for face to face training and sign (or parent sign if under 18) giving their understanding of the rules and authority to be taught self defence against knives and personal protection.	
Covid Confirmation	Case of Covid confirmation: Staff or YP confirmed contact with known covid carrier or contracts covid themselves, must inform authority, who will intern contact all YP (Young People) of Groupwork Interventions, and use government guidelines to contact relevant parties.	

Return after covid	Staff Member who contracted covid will have test to prove clear before returning to training having isolated for the government designated time frame.	

Self Defence Specific Activity Identified Risks	Control Measures	Check
Warm Up/Cool Down	<p>At least 1 metres between each member (unless from same household) front, sides and behind (10ft x 10ft space per person average)</p> <p>Stretching and working singularly NOT in pairs/groups.</p> <p>This is a Sport England guideline.</p>	
Basic Techniques	Maintain 1 metre distancing as above except for people from same household.	

Blocking Series	YP (Young People) to stay with the same partner throughout the period of the group intervention	
Drills	Maintain 1 metre distancing as above except for people from same household.	
One on One defence	Permitted within 1 metres, YP (Young People) to work with same partner every week if possible.	
Breakfalls and Ground Techniques	Maintain 1 metre distancing as above except for people from same household. This is a Sport England guideline.	
Pad Work	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different groups during session:	

	<p>The only kit to be used are the punch/kick pads: Pads – Wiped with anti-bacterial wipes and left to dry before use.</p> <p>Hand sanitiser to be used before and after use of pads. YP (Young People) to partner up and stay with the partner during self-defence sessions.</p> <p>This is a Sport England Guideline.</p>	
Spirit Shout	This must be done with 2m distance between YP (Young People)	
Use of Rubber Knives	Rubber Knives should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different groups during session.	

Activity Risk Assessment

This part of the risk assessment will focus on **non-COVID-19 related risks** and the risk management controls put in place to protect staff and the Young People (YP).

This assessment identifies the risks posed to our Groupwork Interventions activities and identifies the Control Measures this Groupwork Intervention is putting in place to protect its participants (and guardian / parents dropping off/picking up) from hazards/ incidents that might occur whilst attending our Groupwork Interventions.

Group work activities identified risks	What Control measures are in place?	Check
<p>Young Person (YP) shows evidence of being in possession of a weapon / threatens to cause harm</p>	<p>If there is any indication that a young person is in possession of a knife / weapon they will immediately be turned away from the venue and be asked to leave. Youth Justice staff or appropriate people will be informed so that necessary steps can be taken.</p> <p>Staff to be trained in knife defence and personal protection.</p> <p>Ensure authority has policy in place for a young person (YP) carrying weapons, namely knife arches, knife wands, searching before entering groupwork intervention.</p> <p>Staff to inform Manager or Supervising staff at the centre.</p> <p>In the event Manager or YJ Staff not present in the training area, and young person(s) (YP) are at risk of injury, staff (including self-defence instructors) are NOT to try to disarm the young person (YP).</p> <p>If there is significant risk to other Young Persons (YP) Staff are to safeguard other minors coordinating them to huddle together in a group away from the environment, the YP (Young People) must stay together.</p> <p>Staff are to call the police.</p>	

	<p>In line with our policies and procedures all staff are to use self-defence as a last resort and can make controlled and reasonable steps to protect themselves and any young persons (YP) at risk of harm.</p>	
<p>Physical fight between members of the group</p>	<p>Staff to look out for signs of developing trouble and immediately take action to de-escalate it i.e. remove the YP/s (Young Person/s) from the situation or try to engage them in game or activity before it escalates.</p> <p>If the situation is not able to be mediated by coaches, volunteers and a fight does break out between Young Persons (YP), only staff trained in Control and Restraint of minors are to attempt to Safeguard any YP (Young People) at risk of harm</p> <p>Other staff members or volunteers not trained in Control and Restraint should NOT try to break up a fight.</p> <p>Instead they should provide strong verbal warnings to the young person (YP) and alert facility staff, YJ Staff members so that necessary steps involving security or police can be taken.</p> <p>Present staff members / coaches / volunteers present are to complete FORM #SB-IRVA Incident Report form reporting Violence and Aggression after the incident. (See Appendix)</p>	

Offensive verbal conflict between members of the group	<p>Staff to look out for signs of developing trouble and immediately take action to de-escalate it. i.e. remove YP/s from the situation or try to engage them in games or activities before it escalates.</p> <p>If verbal conflict continues despite staff efforts to manage it, the young person/s (YP/s) will be removed from the group by security and appropriate action will be taken.</p> <p>If a staff member suspects that a young person (YP) is being targeted, either the victim or the perpetrator should be held back to avoid any escalation and the issue should be brought to the attention of Youth Justice staff.</p>	
Young person suspected to be under the influence of illicit substances / alcohol	<p>The young person (YP) is to be immediately removed from the session Youth Justice are to be notified and parent / guardian is to be informed.</p> <p>The centre security staff should be notified.</p>	
Staff illness		

	<p>If a staff member is unwell or unable to make the session, they should contact Nathaniel Peat or Kate Holgate to arrange appropriate cover on the following emails.</p> <p>Nathaniel.peat@thesafetybox.org</p> <p>k.holgate@thesafetybox.org</p>	
<p>Potential / actual damage to, or theft of staff property</p>	<p>If a situation occurs where intentional damage or theft of staff property could occur, individuals should be warned that if they pursue this course of action the police will be called.</p> <p>Police should be called if theft occurs.</p> <p>Any young person (YP) or staff should be moved away from the young person (YP) causing damage or any broken / damaged equipment</p> <p>Staff should not try to remove the young person (YP), but security should be called to handle the young person (YP)</p>	

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