

Sugiura Rensei Karate UK

Safeguarding Adults Policy

Policy Owner: Alex Wickens

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Mission Statement/Introduction

Our mission is to provide a safe, respectful, and inclusive environment where all adults participating in karate can train, learn, and grow with confidence. We are committed to safeguarding the welfare of every individual by promoting dignity, equality, and protection from harm. Through clear policies, open communication, and ongoing education, we ensure that safeguarding is at the heart of our practice. We strive to empower adults, respect their rights, and create a culture of trust, safety, and accountability in all aspects of our karate community.

Policy statement

Sugiura Rensei Karate UK recognises its responsibility to safeguard the welfare of all adults who participate in karate. We are committed to ensuring that every individual is treated with respect, dignity, and fairness, and is protected from all forms of abuse, neglect, harm, or exploitation.

This policy is guided by the principles set out in the *Care Act 2014* and relevant safeguarding frameworks, which emphasise:

- **Empowerment** – supporting individuals to make their own decisions and informed consent.
- **Prevention** – taking action before harm occurs.
- **Proportionality** – responding appropriately to the level of risk.
- **Protection** – providing support and representation for those in greatest need.
- **Partnership** – working with local safeguarding boards, statutory agencies, and the karate community.
- **Accountability** – ensuring clear roles, responsibilities, and transparency in safeguarding practice.

Sugiura Rensei Karate UK will:

- Provide a safe and inclusive environment for all adults in karate.
- Promote awareness of safeguarding responsibilities among coaches, officials, volunteers, and members.
- Implement and regularly review safeguarding procedures in line with national guidance.
- Ensure that any concerns or allegations are taken seriously, reported promptly, and dealt with appropriately.
- Support those affected by safeguarding issues, ensuring confidentiality is maintained in line with legal requirements.

All instructors, volunteers, and officials share a duty of care to safeguard adults, and must familiarise themselves with this policy and its procedures.

Scope

This safeguarding policy applies to all adults involved in karate, including participants, coaches, officials, volunteers, staff, and visitors, regardless of role or level of engagement. It covers all club activities, training sessions, competitions, events, and social occasions connected to the sport. The policy is designed to protect adults who may be at risk of harm, abuse, or neglect. It sets out the responsibilities of everyone in the organisation to create a safe and inclusive environment, ensuring that concerns are recognised, reported, and managed appropriately.

Purpose

This policy sets out how we safeguard adults within our karate organisation. It outlines the key legislation that underpins our approach, along with our commitment and procedures to protect adults from harm, abuse, or neglect. It explains our role and responsibilities in creating a safe, inclusive environment where the rights and wellbeing of every adult are respected.

The policy also provides clear guidance on what to do, and who to speak to, if anyone has a concern about the welfare or wellbeing of an adult connected with the club.

Implementation

We are committed to putting this safeguarding policy into practice across all aspects of our karate activities. To achieve this, we will:

- **Use safe recruitment practices** by carrying out appropriate checks, including references and Disclosure and Barring Service (DBS) checks, for all staff, coaches, officials, and volunteers who may work with adults.
- **Appoint a designated Safeguarding Lead** who is responsible for overseeing safeguarding procedures, offering advice and support, and ensuring that concerns are reported and managed appropriately.
- **Communicate the policy clearly** by making it accessible to all members, staff, coaches, volunteers, and participants, and by ensuring that it is regularly reviewed and updated.
- **Promote a clear code of conduct** for everyone delivering services, setting out the standards of behaviour expected when working with or supporting adults in karate.
- **Undertake safeguarding adults training** for staff, coaches, and volunteers so that everyone understands their role in recognising, responding to, and reporting safeguarding concerns.
- **Embed safeguarding into risk assessments** by including adult safety and wellbeing considerations in all club activities, training sessions, competitions, trips, and events.

Through these steps, we will ensure that safeguarding adults is not just a policy on paper, but a consistent and active part of our everyday practice.

Legislation - what is adult safeguarding?

Care Act 2014

- The main piece of legislation for safeguarding adults in England.
- Defines the legal duty to protect adults at risk of abuse or neglect.
- Applies to adults who:
 - Have care and support needs,
 - Are experiencing or at risk of abuse/neglect,
 - Are unable to protect themselves.
- Local authorities have a duty to investigate safeguarding concerns ("Section 42 Enquiries").

Safeguarding Vulnerable Groups Act 2006

- Established the DBS (Disclosure and Barring Service) system.

Makes it an offence to employ someone barred from working with vulnerable adults.

- Relevant to karate clubs when recruiting coaches, instructors, or volunteers.

Working Together to Safeguard Adults in Sport (CPSU guidance)

- Sport England funds the Child Protection in Sport Unit (CPSU), which also gives guidance on safeguarding adults.
- While not legislation, it's best practice, and karate governing bodies are expected to follow it.

Human Rights Act 1998

- Protects rights such as the right to life (Article 2), right to freedom from degrading treatment (Article 3), and right to privacy (Article 8).
- Relevant if safeguarding failures in sport infringe on these rights.

Equality Act 2010

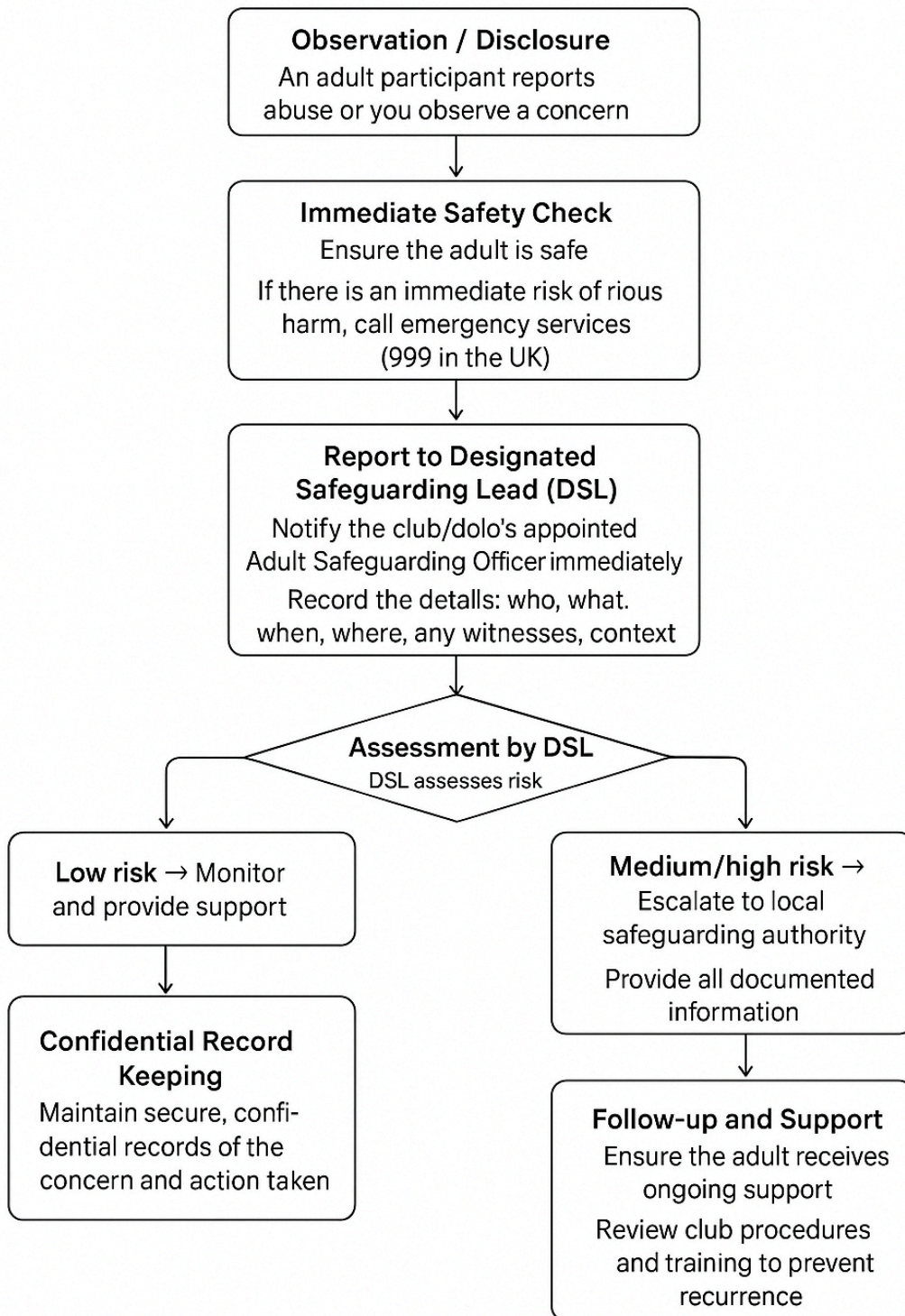
- Protects against discrimination based on protected characteristics (age, disability, sex, race, etc.).
- Clubs must ensure safeguarding processes do not discriminate.

Data Protection Act 2018 / UK GDPR

- Governs how personal and sensitive safeguarding information is stored and shared.
- Clubs must handle safeguarding disclosures confidentially but share appropriately with authorities.

Procedures

Safeguarding Adults Reporting Procedure – Flowchart



Outcome recorded and monitored

When it comes to safeguarding adults, recording, keeping, and monitoring concerns is a critical responsibility. The approach needs to be systematic, confidential, and compliant with policies and laws.

1. Recognize What Constitutes a Concern

- Physical, emotional, sexual, financial abuse, or neglect.
- Unexplained injuries, repeated missed appointments, sudden changes in behavior, or signs of self-neglect.
- Reports from the individual, family, or staff.

2. Recording Concerns

- Do it promptly: Record immediately after the concern arises while details are fresh.
- Use clear, factual language:
 - Stick to what you observed or was reported.
 - Avoid assumptions or opinions.
- Include essential information:
 - Date, time, and location of concern.
 - Names of the adult at risk and any witnesses.
 - Description of what happened or was reported.
 - Any immediate actions taken.
- Use official forms if available: Most organizations have a safeguarding adult concern form.
- Keep it confidential: Only share with relevant safeguarding leads or authorities.

3. Keeping Records

- Store records securely and confidentially:
 - Locked cabinets for paper records.
 - Password-protected, secure systems for digital records.
- Follow data protection regulations (e.g., GDPR in the UK/EU).
- Ensure records are only accessible to authorized personnel.

4. Monitoring Concerns

- Follow up regularly:
 - Check whether action plans are being implemented.
 - Note any changes in the individual's situation.
- Update records with:
 - Any new concerns.
 - Outcomes of investigations or interventions.
- Escalate if needed:

- If risk persists or worsens, involve higher authorities or external safeguarding bodies.
- Review patterns:
 - Look for repeated incidents or ongoing risk factors.

5. Collaboration and Reporting

- Notify the designated safeguarding lead in your organization.
- Report to local safeguarding adults boards if necessary.
- Maintain professional boundaries while supporting the adult.

6. Regular Audit

- Organizations should review safeguarding records periodically to ensure:
 - Compliance with policies.
 - Early identification of repeated or systemic concerns.

Key Contact Details

Name – Steph Wickens

Tel – 07929 452735

E-mail – stephwickens@outlook.com

Raising and Managing a Concern

Any person with a concern, regardless if it is about them or not, can speak with the SGL either; face to face, via telephone or via e-mail. All of these details will be easily located on our website and / or made available for any person involved in Sugiura Rensei Karate UK, to read.

This will be reviewed by the SGL and either monitored (if deemed low risk), or escalated if anything other than low risk. Escalation can involve forwarding all details to the appropriate authorities as soon as practicable, such as the Police, Social Services Care workers, etc.

Whistleblowing

It's important that people within the Sugiura Rensei Karate UK have the confidence to come forward to speak or act if they're unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation

Recording & sharing information

When handling **personal data** (anything that identifies a person — names, contact details, medical info, safeguarding reports, etc.), Sugiura Rensei Karate UK will follow these 7 principles:

1. **Lawfulness, fairness, transparency** – collect data for a valid reason and be clear about why.
 2. **Purpose limitation** – only use the data for the purpose it was collected.
 3. **Data minimisation** – only collect what you need.
 4. **Accuracy** – keep data up to date and correct errors.
 5. **Storage limitation** – don't keep it longer than necessary.
 6. **Integrity and confidentiality** – keep it secure.
 7. **Accountability** – be able to show you comply (policies, training, records).
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- **Storing Digital records:**
 - Use password-protected files, encrypted drives, or secure cloud services that meet GDPR standards (e.g. Microsoft 365, Google Workspace with UK/EU servers).
 - Restrict access to only those who need it (e.g. welfare officer, safeguarding lead).
 - Avoid storing personal data on personal laptops/phones unless secured with encryption and strong passwords.
 - **Paper records:**

- Keep in locked cabinets, in a secure office.
- No documents left unattended.
- Shred when no longer needed.

- **Retaining Information**

Our retention policy is shown below;

- **Membership forms:** keep for the length of membership + 3 years.
- **Safeguarding concerns:** keep until the child is 25 (or longer if legal case ongoing).
- **Accident reports:** until the person is 21 (if a child) or 3 years after the incident (if adult).
- **Financial records:** 6 years (for HMRC).
- Review data regularly and delete/securely destroy when no longer needed.

Sharing Information

- **Internal sharing:**

- Share only with those who *need to know* (e.g. welfare officer, safeguarding lead, emergency medical staff).
- Use secure channels (encrypted email, secure portals) not open WhatsApp groups or personal emails.

- **External sharing:**

- With governing bodies, safeguarding boards, or police/social services where legally required.
- With consent where appropriate (e.g. medical info to a competition organiser).
- No sharing with third parties for marketing unless explicit consent is given.

- **Safeguarding exception:**

- If there's a child or adult at risk, Sugiura Rensei Karate UK *can* share information without consent if it's necessary to protect them (safeguarding overrides confidentiality).

Sources of Information and Support

Include local contact details here e.g. Safeguarding Adults Team, Safeguarding Adults Board and Active Partnership.

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
<p>Tel: 0808 2000 247</p> <p>www.nationaldahelpline.org.uk/Contact-us</p>	<p>Tel: 0808 802 1414</p> <p>www.dsahelpline.org</p> <p>Twitter: www.twitter.com/dsahelpline</p> <p>Facebook: www.facebook.com/dsahelpline</p>
Scotland	Wales
<p>Tel: 0800 027 1234</p> <p>Email: helpline@sdafmh.org.uk</p> <p>Web chat: sdafmh.org.uk</p>	<p>Llinell Gymorth Byw HebOfr/ Live free from fear helpline</p> <p>Tel: 0808 8010 800</p> <p>Type Talk: 18001 0808 801 0800</p> <p>Text: 078600 77 333</p>

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk
www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support